

<b>SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS</b> <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30</i>				1. REQUISITION NUMBER W45XMA73459838		PAGE 1 OF 86	
2. CONTRACT NO.		3. AWARD/EFFECTIVE DATE		4. ORDER NUMBER		5. SOLICITATION NUMBER W9126G-08-T-0023	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME LINDA N. MCKETHAN		b. TELEPHONE NUMBER (No Collect Calls) (817) 886-1033		6. SOLICITATION ISSUE DATE 17-Dec-2007	
9. ISSUED BY US ARMY ENGINEER DISTRICT, FORT WORTH ATTN: CESWF-CT 819 TAYLOR ST, ROOM 2A19 P.O. BOX 17300 FORT WORTH TX 76102-0300  TEL: 817-886-1043 FAX: 817-886-6403		CODE W9126G		10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> SET ASIDE: 100 % FOR <input checked="" type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> 8(A)  NAICS: 721211 SIZE STANDARD: \$6.5 Million		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE	
						12. DISCOUNT TERMS	
						13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) <input type="checkbox"/>	
						13b. RATING	
				14. METHOD OF SOLICITATION <input checked="" type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP			
15. DELIVER TO  <b>SEE SCHEDULE</b>		CODE		16. ADMINISTERED BY  CODE			
17a. CONTRACTOR/OFFEROR       TEL.		CODE		18a. PAYMENT WILL BE MADE BY  CODE			
		FACILITY CODE					
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM					
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES			21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	<b>SEE SCHEDULE</b>						
25. ACCOUNTING AND APPROPRIATION DATA					26. TOTAL AWARD AMOUNT (For Govt. Use Only)		
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1. 52.212-4. FAR 52.212-3. 52.212-5 ARE ATTACHED.					ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED		
<input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED.					ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED		
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN <u>0</u> COPIES <input type="checkbox"/> TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.				29. AWARD OF CONTRACT: REFERENCE <input type="checkbox"/> OFFER DATED . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:			
30a. SIGNATURE OF OFFEROR/CONTRACTOR				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)		31c. DATE SIGNED	
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)		30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT)			
				TEL: EMAIL:			

**SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS  
(CONTINUED)**

PAGE 2 OF 86

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	<b>SEE SCHEDULE</b>				

32a. QUANTITY IN COLUMN 21 HAS BEEN  
☐ RECEIVED ☐ INSPECTED ☐ ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: \_\_\_\_\_

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE		32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE
		32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE

33. SHIP NUMBER	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	37. CHECK NUMBER
<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL				

38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY

41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT	42a. RECEIVED BY ( <i>Print</i> )
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	42b. RECEIVED AT ( <i>Location</i> )
41c. DATE	42c. DATE REC'D (YY/MM/DD)
	42d. TOTAL CONTAINERS

Section SF 1449 - CONTINUATION SHEET

CLAUSES INCORPORATED BY REFERENCE

52.217-9

Option To Extend The Term Of The Contract

MAR 2000

INSTRUCTIONS

**BID REQUIREMENTS:**

- Bidder **must** be registered with Dun & Bradstreet and Central Contractor Registration (CCR) **prior** to submitting a bid.
- Bids must be received in the designated office by the time and due date noted on the first page of solicitation.
- Bidder will return (1) the **first page of solicitation** (signed and dated at bottom), (2) the **REFERENCE SHEETS** (completed even if a previous gate attendant), and (3) the **bid sheets** of the parks being bid on.\*
- **Mail** the bid documents to:

U. S. Army Corps of Engineers  
Attn: LINDA MCKETHAN  
3801 Zoo Park Drive  
Waco, TX 76708

**OR**

- **Fax** the bid documents to:

U. S. Army Corps of Engineers  
(254) 756-3433  
Attn: LINDA MCKETHAN

**\* PACKAGE MUST BE COMPLETE TO BE VALID**

CONTRACTOR DATA SHEET  
COMPLETE AND RETURN WITH YOUR QUOTATION

CONTRACTOR: Name \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: (\_\_\_\_) \_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_-\_\_\_\_-\_\_\_\_\_

CURRENT/FORMER (if retired) OCCUPATION: \_\_\_\_\_

TEAM PARTNER: Name: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: (\_\_\_\_) \_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_-\_\_\_\_-\_\_\_\_\_

CURRENT/FORMER (if retired) OCCUPATION: \_\_\_\_\_

YEARS CAMPING EXPERIENCE: \_\_\_\_\_

EXPERIENCE AS PARK/GATE ATTENDANTS (Contractor or Volunteer):  
\_\_\_\_\_  
\_\_\_\_\_

EXPERIENCE WITH "PARK OFFICE" COMPUTER SOFTWARE:  
\_\_\_\_\_  
\_\_\_\_\_

DUNS #: \_\_\_\_\_

CAGE # \_\_\_\_\_

RETURN WITH QUOTATION PAGES

REFERENCES:

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**REQUIRED INSURANCE**

Prior to commencement of work, the Contractor shall furnish the original of his Insurance Certificate directly to the Contracting Officer, Fort Worth District, Corps of Engineers, ATTN: CESWF-CT-S, P.O. Box 17300, Fort Worth, Texas 76102-0300 and one copy directly to the Area or Project Office. The Contractor shall maintain, during the entire period of his performance under this contract, the following minimum insurance requirements:

(a) Comprehensive general liability insurance for bodily injury in the minimum limits of \$500,000 per occurrence. No property damage liability is required.

(b) Comprehensive automobile liability insurance covering the operation of all automobiles used in connection with the performance of the contract in the minimum limits of \$200,000 per person and \$100,000 per accident for bodily injury and \$20,000 per accident for property damage.

(c) Workmen's Compensation and Employer's Liability Insurance in the minimum amount of \$100,000.00, or in compliance with applicable State statutes.

(d) An endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer.

**NOTE:**

(1) It is recommended that the contractor furnish a copy of the foregoing requirements to his insurance company in order to assure that an Insurance Certificate is issued meeting the minimum requirements shown. The Insurance Certificate shall also show the contract number to which it applies as well as a brief description and location of the work.

**U.S. ARMY CORPS OF ENGINEERS  
FORT WORTH DISTRICT  
GATE ATTENDANT SCOPE OF WORK  
FOR ALL THREE-RIVERS (FOMERLY MID-BRAZO) PROJECT LAKE OFFICES**

**1. GENERAL:** The contractor must be a two (2) person team, at least 21 years of age, who are **both** physically and mentally capable of performing the duties specified here and in the enclosed **additional scopes of work**, for the duration of the contract, including option periods (unless otherwise specified in the individual lake scope of work). Work to be performed under this contract may not be subcontracted. Both team members must be identified on the Request for Quotation (SF18). Work to be accomplished under this contract shall be in accordance with this Scope of Work, the Lake Office's Additional Scope of Work and the Mid-Brazos Project Gate Attendant Handbook, for the recreation area named and described herein. The Contractor will be required to furnish all labor, equipment, fuel, tools, and supplies (except as otherwise noted herein as Government furnished) necessary to provide the specified services for the duration of the contract period.

**NOTE: AWARD OF THIS SOLICITATION WILL BE BASED ON BEST VALUE TO THE GOVERNMENT. FACTORS TO BE CONSIDERED ARE PAST PERFORMANCE/PRIOR EXPERIENCE AND PRICE.**

**2. DEFINITIONS:**

CONTRACTOR: The person awarded the contract.

CONTRACTING OFFICER (KO): The person with the authority to enter into, administer, and/or terminate contracts and make related determination and findings on behalf of the Government. This person will be identified on the SF1449 (Solicitation/Contract/Order for Commercial Items).

LAKE MANAGER: The manager of the local lake. The Lake Manager may appoint an authorized representative to act in his behalf.

**3. TERM OF CONTRACT/DUTY HOURS:** The term of the contract and duty hours are defined in this solicitation in each Lake Office's Scope of Work.

**4. PRE-WORK CONFERENCE:** The Contractor will be required to attend a pre-work conference to be conducted by the Lake Manager at the address of the offering or other agreed upon location. This meeting will cover the policies outlined in the Scope of Work and Responsibilities. The pre-work conference is normally held the week before the Contractor begins providing the services.

**5. PERMITS/COMPLIANCE:** The Contractor shall, without additional expense to the Government, be responsible for complying with and obtaining any necessary licenses and/or permits. The Contractor will comply with all Federal, State, County, and Municipal laws, codes and regulations in connection with the performance of the work.

**6. BONDING:** Upon award of contract, the Contractor shall be required to furnish a Business Services, Fidelity, or Dishonesty bond for the minimum amount of \$5000.00 per team member. The Contractor shall furnish a copy of the bond at the Pre-Work Conference. The Contractor shall not start work without proof of bonding.

**7. LIABILITY:** During the period of this contract, the Contractor shall be responsible for all injuries or damages of any nature caused or contributed to by the Contractor, his/her agents, and/or employees while engaged in work under this contract.

**8. TEMPORARY LIVING QUARTERS:** The Contractor shall furnish a fully operable self-contained recreational vehicle (RV) of the travel trailer or motor home type to serve as temporary living quarters for the duration of the contract. Maximum size of the trailer is determined by physical limitations of the site furnished. It will be located near the entrance to the park at a location to be designated by the Lake Manager. Pickup (shell-

type) campers, pop-up tent trailers, tents, mini-travel trailers, mobile homes, buses, or any other types of recreation vehicles which do not meet general size requirements or the self-contained classification as determined by inspection of the Lake Manager will not be acceptable. The Contractor team will be the sole occupants of the site. Adult family members and friends will not live with the Contractor.

**9. TRAILER SITE:** Unless otherwise indicated in the Lake Offices' park information sheet or scope of work, the Government will furnish a site for a self-contained travel trailer or motor home with only 110 volt electricity, water, sewage hook-ups and/or dump station nearby. If the Contractor's travel trailer is not configured or adaptable to the sewage, water or electric hookups available at the site, the Government will not be responsible for providing attachments, etc.

**10. CONTRACTOR VEHICLE:** The Contractor will provide a transportation vehicle, which can be operated independently of the RV for use in performing the requirements of the contract. Minimum state required liability insurance must be carried. Proof of liability insurance will be submitted to the Lake Manager within 1 week after beginning date of the contract. All motor vehicles and operators will comply with state laws such as licensed operators, vehicle safety equipment, etc.

**11. INSPECTION AND CONTRACT PERFORMANCE:** The services performed by the Contractor under provisions of this contract shall be subject to inspections by the Contracting Officer or his designated representative to ensure strict compliance with the terms of the contract.

**A. NOTIFICATION OF DEFICIENCIES:** Contractor shall be notified verbally and/or in writing of any serious or recurring minor deficiency in service observed by the Contracting Officer or his/her authorized representative. Verbal notification will be recorded in a memorandum for record.

**B. DOCUMENTATION OF DEFICIENCIES:** Written notifications and memoranda for record shall be prepared in triplicate by the Contracting Officer or his/her authorized representative. The original will become a part of the Contractor's permanent file at the Operations Manager's Office, a copy will be issued to the Contractor, and a copy will be forwarded to the Contracting Officer at the Corps of Engineers Fort Worth District Office.

**C. CORRECTION OF CONTRACT DEFICIENCIES:** Upon receipt of notification of deficiency in service, Contractors will immediately correct deficiencies and/or take steps to prevent recurrence of the deficiency.

**D. DEFICIENCIES OF SERVICE:** This contract may be terminated by the Contracting Officer upon receipt of any "Notification of Contract Deficiency". Termination will be based on the seriousness of the deficiency.

**E. EVALUATION OF PERFORMANCE:** All contractors will have their performance evaluated no less than mid-term and at the conclusion of their contract. Performance criteria will be distributed to contractors at the orientation/training sessions.

**12. VISITORS OF THE CONTRACTOR:** Adult family members and friends will not live with the Contractor. "Living with the Contractor" is defined as a person staying with the Contractor for more than 14 days in a 30-day period. Visitors of the Contractor will be required to lodge in the Contractor's trailer, or, if they have their own equipment, visitors will be required to camp at a campsite in the park and pay the regular camping fee. Visitors will not be allowed to connect to the Contractor's utilities at any time. All non-authorized personnel are to remain outside the gatehouse.

**13. UNIFORM DRESS AND PERSONAL APPEARANCE:** The Contractor shall, at all times when on duty and when dealing with the public, be required to maintain a fully clothed and neat, well groomed appearance. Additional dress requirements may be specified in individual lake specifications.

**14. LIVING AREA AND GATEHOUSE MAINTENANCE:** The Contractor will maintain the area where the



trailer is parked in a clean and sanitary condition at all times. No dog pens, horse corrals, poultry cages or similar facilities for pets or raising of animals will be allowed. All pets will be confined in the Contractor's trailer or on a leash of 6 feet or less in length. No pets are allowed in the gatehouse. Pets will have all vaccinations as required by the state laws and will wear a collar that displays the vaccination tags at all times. No washers, dryers, deep freezers, or excessive personal items will be permitted around trailer pad areas or inside the gatehouse. Security of the Attendant's living quarters and all personal property shall remain the Attendant's responsibility throughout the duration of the contract. The Government accepts no responsibility for, nor will it be liable for, damage or theft occurring to the attendant's property.

**15. GATEHOUSE OPERATIONS:** The Contractor will occupy the gatehouse at all times during duty hours and is required to handout information pamphlets as required by the Gate Attendant Handbook. Smoking is not permitted in the gatehouse. Contractor will not solicit, advertise, sell or offer to sell any unauthorized goods or services to campers or visitors on public property (CFR Title 36, Section 327.18).

**16. CAMPING OPERATIONS:** The Contractor will register park users, issue appropriate passes, and deliver emergency messages to visitors as required by the Lake Manager. The Contractor/Gate Attendant shall also participate as necessary in all Recreation Use Surveys that may be conducted.

**17. USER FEES:** The Contractor will follow fee collection, credit voucher, refund and campsite reservation procedures established by the U.S. Army Corps of Engineers, Fort Worth District. The Contractor is required to collect User Fees daily to ensure that campers are "paid up", utilizing the National Recreation Reservation Service (NRRS), Automated User Permit System (AUPS), U.S. Army Corps of Engineers User Permit (ENG Form 4457), an automated cash register, and/or collection from an honor system vault. The Contractor is required to collect user fees for specialized recreation sites, facilities and services provided by the Corps of Engineers. This may include, but is not limited to, camping, group facility use, day use, special facility use, and multiple site rental use. The Contractor may be audited at any time, without prior notice, and is required to place all forms of collected use fee payments/monies in the gatehouse fee safe immediately upon receipt, ready for collection. The Contractor/Gate Attendant is required to have personal cash on hand at all times to make change. Refer to the additional scopes of work for amounts required at each park.

**18. CAMPSITE RESERVATIONS:** The Contractor will comply with local and District policies of reservations. The Contractor will adhere to guidelines and procedures established under the National Recreation Reservation System, using Park Office program in the campground. The Contractor will be required to perform some or all of the following duties daily: a) pickup reservation data reports, i.e. bookings, arrival reports, cancellation reports, etc., from the local lake office or accept the reports delivered in person, and/or transmitted by telephone, electronic mail received through a computer, facsimile machine, etc.; b) maintain and update necessary status reports utilizing charts, status boards, note pads, card systems, computer/cash register systems, AUPS, NRRS, etc., to ensure that campsite status is kept current at all times; c) keep records and monitor dates of arrivals, departures, no-shows, cancellations, etc.; d) fill out refund and credit voucher forms according to policy.; and e) post reserved and vacant campsites. The Contractor may also be required to take advance campsite reservations, which would consist of receiving and booking reservation requests, collecting and processing camping fees, and handling cancellation and refund requests. The Contractor shall maintain any records as necessary for the administration of the campsite reservation program as directed by Lake Manager.

**19. COMPLAINTS:** The Contractor will keep a written record of complaints and criticisms of park facilities. These records will be given to the Lake Manager upon request.

**20. DISTURBANCES:** The Contractor will promptly report all accidents, violations of law, disturbances, and situations that could affect health and safety of visitors to the Lake Manager. In the event the Contractor is unable to communicate with the Lake Manager, the Contractor should contact the local law enforcement officers as soon as practical. All communications with local law enforcement officers will be reported to the Lake Manager, on the next work day. The Contractor will not attempt to apprehend any violators. NOTE: Serious incidents such as a

fatality in the park will be reported immediately to the Lake Manager and to the local law enforcement agency.

**21. COOPERATION WITH OTHERS:** The Contractor will maintain good communications and relations with the public, other contractors and Corps employees. Gate Attendants shall not direct the work performance of another contractor. If the work performance of another contractor is questionable, the Project Office should be contacted. The Contractor will allow Corps employees to utilize communication facilities furnished by the Government. Cooperation will include, but not be limited to, summoning assistance and reporting all instances of vandalism, harassment, public intoxication, speeding, etc., to the proper authorities. The Contractor will attempt to provide for the needs of our visitors as public relations representatives for the Corps of Engineers.

**22. PARK INSPECTION:** The Contractor will inspect the park area and facilities a minimum number of times each day as required by additional park scopes of work. Inspections will be made in a vehicle provided and maintained by the Contractor.

**23. FIREARMS:** Firearms or any type of object that could be considered a weapon will not be carried or kept in the park. This includes, but is not limited to, the gatehouse or trailer occupied by the Contractor.

**24. ALCOHOL/DRUGS:** The Contractor will not consume or be under the influence of alcoholic beverages, drugs and/or medications in the absence of a doctor's prescription while on duty or while in view of the public. This includes, but is not limited to, the park entrance area, gate site, gatehouse, park restrooms, campsites, etc.

**25. GOVERNMENT PROPERTY:** The Contractor will be required to return Government property on the last day of the contract. The Contractor may be held liable for any missing or damaged government equipment or materials. **Computers, printers, radios, and telephone equipment provided by the government are for official use only.** Contractor shall not use gatehouse computers for personal business or install any personally owned software. Any damages incurred as result of personally owned software being installed on the Government computers will be considered damages to Government property and Contractor will be held responsible for reimbursement to the Government any cost associated with repairs or replacement of the equipment. Final payment will not be paid until all government property is returned and all fee monies have been turned in.

**26. ABSENTEEISM:** No payment will be made for time not worked. The Lake Manager should be contacted and given as much advance notice as possible about anticipated absences. All absences must be approved in advance by the Lake Manager. An absence by any one or both of the two-person contract team, without prior approval by the Lake Manager, is grounds for dismissal of the contractor and termination of the contract.

**27. ADDITIONAL WORKDAYS:** The Contractor may be asked to work additional days in extenuating circumstances.

**28. SUBSTITUTION OF TEAM MEMBER:** Team member substitution may be allowed upon prior approval by the Contracting Officer.

**29. PAYMENT FOR SERVICES:** Payment will be made monthly for the actual days worked at the unit price indicated on the bid sheet. Payment will be made via Electronic Fund Transfer (EFT).

**30. TERMINATION:** Failure of the contractor to provide items in full and to provide complete services listed in the contract specifications and applicable specific park sheets may be grounds for termination. Breach of contract and/or voluntary termination of contract without sufficient cause may jeopardize the contractor's standing for future contracts with the Corps of Engineers. Contractors may be terminated if the Government determines Gate Attendant services are no longer needed due to unforeseen closures of a park or its major facilities (e.g., beaches, boat ramps, restrooms, campgrounds, etc.). Unforeseen closures would include those resulting from droughts, floods, storm damage, infrastructure failure and previously unknown safety hazards.

Inappropriate conduct or unacceptable actions of Gate Attendants may be grounds for termination of the contract. Examples of actions meriting termination include, but are not limited to:

- A. Theft, misappropriation, personal use, and/or improper security and accountability of user fees or government services, property, equipment, facilities and/or supplies. Any of these acts may also result in criminal prosecution.
- B. Consumption of alcoholic beverages and/or intoxication while on duty, and possession or use of illicit drugs at any time.
- C. Discrimination, harassment, profanity, or other inappropriate behavior perpetrated against customers, Corps personnel, or other contractors.
- D. Recurring written and/or verbal complaints from visitors and/or project personnel on Attendant's attitude, lack of cooperation and/or resistance to implementation of policies and programs as directed by the Operations Manager or his/her authorized representative(s).
- E. Failure to follow security procedures, including the allowance of unauthorized personnel inside the gatehouse or the contractor (non-public) work area of gatehouses/entrance stations.
- F. Inability to perform duties and job responsibilities in accordance with the General Specifications, Specific Park Sheet(s) and Project Gate Attendant Manual.
- G. Violations of public health and safety, including smoking in the gatehouse.
- H. Failure to maintain a neat, clean, well-groomed personal appearance.
- I. Failure to abide by Title 36 CFR, Chapter III, Section 327.

**31. DUTY OF CONTRACTOR TO FINISH CONTRACT:** The Contractor may not terminate the contract. If the Contractor fails to complete the contract through the specified term, the Contractor is subject to reprocurement costs. The Contractor's failure to comply with contract specifications may be grounds for suspension or debarment for a period of time not to exceed 3 years. Acceptance of the contract shall be evidence of such knowledge, approval, or acquiescence of all contract specifications.

**32. CONTRACT OPTION PERIODS:** The Government retains the right to exercise option periods at its discretion. Option periods shall obligate contractor services for the following year for the same season awarded.

**33. INSURANCE:** In addition to automobile liability insurance required in Section 9, Attendants are responsible for obtaining and paying for any other insurance desired, including but not limited to, medical, general liability and comprehensive property. The Contractor may be responsible for any damage to private or government property if in the opinion of the Contracting Officer or his designated representative the damage is a result of contractor negligence.

**34. OTHER REQUIREMENTS:** See the Additional Scopes of Work included in this solicitation for further requirements at the various lakes. Other requirements may include, but are not limited to:

- A. Gatehouse and landscape maintenance
- B. Issuing Annual Day Use Passes and Golden Age Passports
- C. Inspection of group use areas
- D. Documenting and maintaining lost and found items
- E. Monitoring volunteer projects

**SCOPE OF WORK  
WHITNEY LAKE WINTER ATTENDANTS**

**1. PARKS:**

Lofers Bend East "A&B", Lofers Bend West "A&B", Lofers Bend Day Use "A&B", Cedron Creek "A&B", McCown Valley "A", McCown Valley Day Use "A", Plowman Creek "A&B", Kimball Bend "A&B" have existing summer vacancies. The contract period is 01 April 2008 through 30 September 2008. There will be a one option year on this contract for the period 01 April 2009 through 30 September 2009.

**2. GOVERNMENT WILL SUPPLY THE FOLLOWING:**

- a. The Government will provide temporary living sites near the gatehouse for a self-contained trailer with electrical hook-ups, water and sewer facilities.
- b. The Government will provide the following materials: all forms, maps, brochures, handouts, light bulbs, computer paper, and paper-towels for the towel dispenser, water hoses and sprinklers.

**3. CONTRACTOR WILL SUPPLY THE FOLLOWING:**

- a. The Contractor shall provide gatehouse operation and work schedule hours that include weekends and all Federal holidays, except when the holiday falls on the Contractor's day off.
- b. The Contractor is required to have phone service in their trailer and shall be responsible for all connection and /or disconnect fees, long distance fees and basic monthly bills. The Government has provided a phone jack at the Contractor's trailer site, although cellular phone service is allowed if the contractor chooses. Some areas around the lake have poor reception. The following is the local service carrier:

Windstream - Lofers Bend and McCown Valley  
Embarq - Cedron Creek, Plowman Creek and Kimball Bend

- c. The Contractor shall provide all equipment, tools, supplies and materials necessary to clean the gatehouse. They shall also furnish notepads, trash bags, staples, pens, pencils, tape, soap, toilet paper and any other materials needed to operate the gatehouse.

**4. GATEHOUSE OPERATION:**

- a. Twenty-four (24) hour surveillance shall be maintained throughout the week. The gates shall be opened at 6:00 a.m. and closed at 10:00 p.m. by the contractor. From time to time, the lake office may request that the contractor open the gates earlier or close later

for a specific event. Gate house operation will begin at 8:00 a.m. and do not end until 10:00 p.m. Contractor will be required to be available at their trailer between the hours of 10:00 p.m. and 8:00 a.m. to provide emergency ingress service. At least one team member shall occupy the gatehouse at all times during scheduled duty hours. Duty hours shall begin at 6:00 a.m. on the first day of the work schedule and end at 6:00 a.m. on the day after their last day of the work schedule.

b. The following is a work schedule to be worked by the Contractor:

CONTRACTOR	DAYS PER WEEK	DAYS WORKED
<b>Contractor "A"</b> (All Parks)	4	Monday, Tuesday, Wednesday and Thursday
<b>Contractor "B"</b> (All Parks)	3	<b>Friday, Saturday</b> and Sunday
<b>McCown Day Use Contractor</b>	4	<b>Friday, Saturday, Sunday, and Monday</b>

**NIGHT DUTY** – Contractor shall be required to be available at their trailer between the hours of 10:00 p.m. and 8:00 a.m. to provide emergency ingress services each night the contractor works.

- c. Should an emergency or personal business warrant, arrangements maybe made in advance to allow the attendants to be away from the trailer site over night. If possible, at least 36 hours advanced notice will be given to the Contracting Officer's Representative.
- d. McCown Day Use Contractor may be asked to work additional days if a major holiday falls on their day off (example: 4<sup>th</sup> of July falls on Tuesday). **A list of holidays is provided as item 15 of this scope of work.**
- e. Communications – Radio and/or telephone equipment for the gatehouse provided by the Government are for official use only. Phone service lines in the gate house shall be used for telephone service only. Gate Attendants shall not use the line for personal internet access services at any time.
- f. User Fees
  - (1) The Contractor will collect all user fees. User fees will be collected through the operation of a computer system or cash register. Additional user fees such as equestrian, day use, or group shelters, in nearby park areas will also be collected through the computer system. The Government will provide training for computer

operation. **Both members of each Contractor 2-Person Team must have basic typing skills. Searching and striking each key one at a time is not acceptable. Training for typing will not be provided.**

- (2) Remittance – User fees and user fee documents will be collected from the Contractor at the gatehouse by contract fee collection personnel, although on limited occasions or at the end of a contract, the gate attendants will be required to turn in user fees, user fee documents and issued items at the Project Office. The frequency of pick-ups will be determined by the amount of money collected and will not be less than once per week.

## **5. MATERIALS AND SUPPLIES:**

It shall be the Contractor's responsibility to maintain an adequate supply of materials to perform the day-to-day activities of the job. Materials and supplies provided by the Government are for official use only. The Fee Contractor or lake staff will deliver these materials and supplies as identified in item 2.a. and 2.b. The Gate Attendant Contractor shall supply all supplies except those specified (see item 3).

## **6. PARK INSPECTION:**

Gate Attendants shall patrol the entire park a minimum of four (4) times daily in accordance with established policy of the Lake Manager. One inspection patrol should be made as soon as possible after opening the park gates at 6am, and one inspection patrol should be made approximately 30 minutes prior to locking the gates at 10pm. The Inspections should be evenly spaced throughout the shift. One attendant must remain on duty at the gatehouse while the other patrols the campground. Gate attendants shall inform park visitors and campers of any violation of rules, regulations, and policies in a friendly, informative manner and ask for compliance. Gate Attendants shall keep a patrol inspection report in a neat and timely manner. Gate attendants shall verify campground occupancy status, check restrooms, and document any property vandalism or theft during patrols. Evening patrols shall be utilized to check all restroom lights and guard lights at least once during the hours of darkness each day to insure that they are working properly. Park cleaning contract personnel will be notified by the gate attendants of any restroom lights that are found to be inoperative during the next scheduled cleaning day. The Lake Office will be notified of any guard lights that are inoperative during the first scheduled workday after finding them inoperative.

## **7. GATEHOUSE AND LANDSCAPE MAINTENANCE:**

- a. Gatehouse – The contractor is responsible for maintaining the gatehouse, both inside and outside in a clean, orderly and sanitary condition at all times. The contractor is also responsible for keeping the area within seventy-five (75) feet of the gatehouse and their trailer site free of litter. Gate Attendants shall provide all equipment, tools, supplies and materials necessary to clean the gatehouse.

- (1) Mop floors weekly.
- (2) Sweep and dust inside of gatehouse daily to remove dust and debris.
- (3) Wash/clean windows (interior & exterior) weekly.

- b. Landscape maintenance – Contractor shall water the lawn, flowers, trees and shrubs in the immediate area of the gatehouse and/or trailer site as instructed by project personnel. The Government will provide hoses and sprinklers. Contractor shall also remove weeds from flowerbeds as instructed by project personnel.

## **8. ANNUAL PASSES:**

As permitted by the Lake Manager, Gate Attendants will issue Annual Day Use Passes.

## **9. CAMPING STATUS:**

The gate attendant will make sure that the individuals that are on the reservation arrival reports are current and in agreement with (NRRS) National Recreation Reservation System (Field Manager/Field User). Gate attendants shall perform the duty of changing campsite status markers in accordance with established policies of the Lake Manager.

## **10. OTHER DUTIES:**

- a. Lock and unlock gates, restrooms and other facilities to prevent damage to public or private property.
- b. Timely reporting of maintenance items to the Lake Office.
- c. Provide campground status reports to other contractors as needed.
- d. Timely reporting of incidents, accidents and any other unusual events to Lake Personnel.
- e. Check for tripped electrical breakers as needed.

## **11. UNIFORMS:**

Contractors will be required to wear white shirts and blue pants or shorts. Shorts will be no less than 2 inches above the knee.

## **12. SMOKING:**

Smoking inside the gatehouse shall not be allowed. Proper disposal of cigarette butts will be required if the Contractor smokes outside. Contractor must remain at least 50 feet away from the gatehouse if the Contractor smokes outside.

## **13. PRE WORK CONFERENCE:**

All Contractors will be required to attend an orientation at the **Whitney Project Office at 10:00 am on March 28, 2007**. Payment will not be received for attending the orientation.



**14. FISHING TOURNAMENTS:**

If a Lake Activity Permit is issued for a fishing tournament within the park, the Contractor may be notified by the Lake Office to open the entrance gates as early as 5:00 a.m.

**15. HOLIDAY WEEKENDS****2008-2009**

<b>LABOR DAY:</b>	<b>Aug 30- Sept 1</b>
<b>COLUMBUS DAY:</b>	<b>Oct 11-13</b>
<b>VETERANS DAY:</b>	<b>Nov 11</b>
<b>THANKSGIVING:</b>	<b>Nov 27</b>
<b>CHRISTMAS:</b>	<b>Dec 25</b>
<b>NEW YEAR'S:</b>	<b>Dec 29- Jan 1</b>
<b>MARTIN LUTHER KING DAY:</b>	<b>Jan 19-21</b>
<b>WASHINGTON'S BIRTHDAY:</b>	<b>Feb 16-18</b>
<b>MEMORIAL DAY</b>	<b>Mar 24-26</b>
<b>INDEPENDENCE DAY</b>	<b>July 4 - 6</b>

# **BID SHEET** **GATE ATTENDANTS –SUMMER 2007** **WHITNEY LAKE, TEXAS**

**Provide Gate Attendant Services at the following parks:**

**Item**

- 0001a** BASE YEAR 1 April 2008 through 30 September 2008  
McCown Valley Park "A" (4 Day) 105 Days \$\_\_\_\_\_/day= \$\_\_\_\_\_/total
- 001b** OPTION YEAR 1 April 2009 through 30 September 2009  
McCown Valley Park "A" (4 Day) 105 Days \$\_\_\_\_\_/day= \$\_\_\_\_\_/total
- 002a** BASE YEAR 1 April 2008 through 30 September 2008  
McCown Valley Day Use "A" (4Day) 105 Days \$\_\_\_\_\_/day= \$\_\_\_\_\_/total
- 002b** OPTION YEAR 1 April 2009 through 30 September 2009  
McCown Valley Day Use "A" (4Day) 105 Days \$\_\_\_\_\_/day= \$\_\_\_\_\_/total
- 003a** BASE YEAR 1 April 2008 through 30 September 2008  
Lofers Bend East Park "A" (4 Day) 105 Days \$\_\_\_\_\_/day= \$\_\_\_\_\_/total
- 003b** OPTION YEAR 1 April 2009 through 30 September 2009  
Lofers Bend East Park "A" (4 Day) 105 Days \$\_\_\_\_\_/day= \$\_\_\_\_\_/total
- 004a** BASE YEAR 1 April 2008 through 30 September 2008  
Lofers Bend East Park "B" (3 Day) 78 Days \$\_\_\_\_\_/day= \$\_\_\_\_\_/total
- 004b** OPTION YEAR 1 April 2009 through 30 September 2009  
Lofers Bend East Park "B" (3 Day) 78 Days \$\_\_\_\_\_/day= \$\_\_\_\_\_/total
- 005a** BASE YEAR 1 April 2008 through 30 September 2008  
Lofers Bend West Park "A" (4 Day) 105 Days \$\_\_\_\_\_/day= \$\_\_\_\_\_/total
- 005b** OPTION YEAR 1 April 2009 through 30 September 2009  
Lofers Bend West Park "A" (4 Day) 105 Days \$\_\_\_\_\_/day= \$\_\_\_\_\_/total
- 006a** BASE YEAR 1 April 2008 through 30 September 2008  
Lofers Bend West Park "B" (3 Day) 78 Days \$\_\_\_\_\_/day= \$\_\_\_\_\_/total
- 006b** OPTION YEAR 1 April 2009 through 30 September 2009  
Lofers Bend West Park "B" (3 Day) 78 Days \$\_\_\_\_\_/day= \$\_\_\_\_\_/total
- 007a** BASE YEAR 1 April 2008 through 30 September 2008  
Lofers Bend Day Use Park "A" (4 Day) 105 Days \$\_\_\_\_\_/day= \_\_\_\_/total
- 007b** OPTION YEAR 1 April 2009 through 30 September 2009  
Lofers Bend Day Use Park "A" (4 Day) 105 Days \$\_\_\_\_\_/day= \_\_\_\_/total

- 008a** BASE YEAR 1 April 2008 through 30 September 2008  
Lofers Bend Day Use Park "B" (3 Day) 78 Days \$\_\_\_\_\_/day=\$\_\_\_\_\_/total
- 008b** OPTION YEAR 1 April 2009 through 30 September 2009  
Lofers Bend Day Use Park "B" (3 Day) 78 Days \$\_\_\_\_\_/day=\$\_\_\_\_\_/total
- 009a** BASE YEAR 1 April 2008 through 30 September 2008  
Plowman Creek Park "A" (4 Day) 105 Days \$\_\_\_\_\_/day= \$\_\_\_\_\_/total
- 009b** OPTION YEAR 1 April 2009 through 30 September 2009  
Plowman Creek Park "A" (4 Day) 105 Days \$\_\_\_\_\_/day= \$\_\_\_\_\_/total
- 0010a** BASE YEAR 1 April 2008 through 30 September 2008  
Plowman Creek Park "B" (3 Day) 78 Days \$\_\_\_\_\_/day= \$\_\_\_\_\_/total
- 0010b** OPTION YEAR 1 April 2009 through 30 September 2009  
Plowman Creek Park "B" (3 Day) 78 Days \$\_\_\_\_\_/day= \_\_\_\_\_/total
- 0011a** BASE YEAR 1 April 2008 through 30 September 2008  
Cedron Creek Park "A" (4 Day) 105 Days \$\_\_\_\_\_/day= \$\_\_\_\_\_/total
- 0011b** OPTION YEAR 1 April 2009 through 30 September 2009  
Cedron Creek Park "A" (4 Day) 105 Days \$\_\_\_\_\_/day= \$\_\_\_\_\_/total
- 0012a** BASE YEAR 1 April 2008 through 30 September 2008  
Cedron Creek Park "B" (3 Day) 78 Days \$\_\_\_\_\_/day= \$\_\_\_\_\_/total
- 0012b** OPTION YEAR 1 April 2009 through 30 September 2009  
Cedron Creek Park "B" (3 Day) 78 Days \$\_\_\_\_\_/day= \$\_\_\_\_\_/total
- 0013a** BASE YEAR 1 April 2008 through 30 September 2008  
Kimball Bend Park "A" (4Day) 105 Days \$\_\_\_\_\_/day= \$\_\_\_\_\_/total
- 0013b** OPTION YEAR 1 April 2009 through 30 September 2009  
Kimball Bend Park "A" (4Day) 105 Days \$\_\_\_\_\_/day= \$\_\_\_\_\_/total
- 0014a** BASE YEAR 1 April 2008 through 30 September 2008  
Kimball Bend Park "B" (3Day) 78 Days \$\_\_\_\_\_/day= \$\_\_\_\_\_/total
- 0014b** OPTION YEAR 1 April 2009 through 30 September 2009  
Kimball Bend Park "B" (3Day) 78 Days \$\_\_\_\_\_/day= \$\_\_\_\_\_/total

**U.S. ARMY CORPS OF ENGINEERS  
GATE ATTENDANT SCOPE OF WORK  
FOR NAVARRO MILLS LAKES**

**1. GENERAL INFORMATION:** The services to be accomplished under this contract shall be accomplished by a two-person contractor team. Both team members must be identified on the Request For Quotations (bid sheets). Each person must be at least 18 years of age. All work is to be performed by the identified two-person team and may not be subcontracted. In this contract, the term "contractor" will refer to both members of the identified two-person team. Services to be accomplished under this contract shall be in accordance with this scope of work, the Gate Attendant Handbook, and with local and district policies. Both members must be able to fulfill all of the requirements set forth by this contract. The contractor will be required to furnish all labor, equipment, fuel, transportation, tools, and supplies necessary to provide the specified services for the duration of the contract period (except as otherwise noted herein as furnished by the Government). Acceptance of this contract will be evidence of the contractor's knowledge and acceptance of all contract specifications.

**NOTE:** Potential bidders are welcome to bid on as many of the available gate attendant positions in the Fort Worth District as they wish. However, due to new operating procedures that are being implemented, it is the intention of the U.S. Army Corps of Engineers, Fort Worth District to ensure that any one bidder will receive only one offer for a contract within the Fort Worth District.

**2. SELECTION OF SUCCESSFUL BIDDERS**

A. Selection of successful bidders (contract award) will be based on bid price and the following factors:

1. Prior experience working as a gate or park attendant for the U.S. Army Corps of Engineers or other agencies.
2. Experience with computer systems.
3. Ability to maintain accurate records and manage (account for) funds (e.g. user fees, campground status, reservations, bills for collection).
4. Ability to interact courteously with the public in stressful situations.
5. Ability to follow procedures and adapt to change.
6. Ability to communicate.

B. Bidders shall submit the following information with their bids on a separate sheet of paper. This information will be used to rate the bidders on the factors listed above.

1. Description of past work and other experiences applicable to gate attendant duties and/or working with, communicating with, and serving the public. Include past gate attendant contracts with the U.S. Army Corps of Engineers along with the location, dates worked, and a point of contact (with telephone number) at the individual Lake Office.

2. Description of computer experience or training. The bidder should include a list of programs and/or applications that they are familiar with and a general description of their typing abilities.

3. Bidders may also be required to participate in an interview with Navarro Mills Project Office personnel. The purpose of the interview will be to determine the bidder's ability to communicate and to learn more about their experience and qualifications.

**3. TERM OF CONTRACT:** Navarro Mills Lake, Pecan Point Park; the contract period will be a six month season which will run from 01 April through 30 September. The contract for Oak Par Pay Use Area will be for a five-month season, which will run from 01 May through Labor Day. If option periods are included as part of the contract, the Government retains the right to exercise an option period.

**4. DUTY DAYS / DUTY HOURS:** The specific duty days are specified by park in the "Additional Lake Specifications/Information" section. The duty hours will be from 6:00 a.m. to 10:00 p.m. unless specified differently in the "Additional Lake Specifications/Information" section. At least one team member will occupy the gatehouse between 6:00 a.m. and 10:00 p.m. (or duty hours specified in the individual lake section) each scheduled workday. The contractor will also be available (i.e. at the temporary living quarters) for night security/surveillance and for emergency visitor assistance between the hours of 10:00 p.m. and 6:00 a.m. on the days specified in the "Additional Lake Specifications/Information" section.

**5. PRE-WORK CONFERENCE:** The contractor will be required to attend a pre-work conference that will be conducted by the Reservoir Manager or his representative at the respective Lake Office. This meeting will be to discuss Corps of Engineers policies, local policies, job duties, and the specifications outlined in this contract. If the time and date of the conference is not listed under the "Additional Lake Specifications/Information" section, the contractor will be notified of the time and date of the meeting for their respective lake when notified that they have the successful bid. The date of the pre-work conference may be scheduled one or two days prior to the start date of the contract period.

**6. PERMITS/BONDING:** The contractor will, without additional expense to the Government, be responsible for complying with and obtaining any necessary licenses and/or permits. The contractor will comply with all Federal, State, County, and Municipal laws, codes and regulations in connection with the performance of their work. Contractors are now required to obtain a \$5,000 Surety Bond. The cost of these bonds range from \$40.00 to \$250.00 depending on the contractor's credit history. The contractor will not be reimbursed for the cost of the bond. The Government will not reimburse additional charges for credit reports. The contractor must submit the bond to their respective Lake Office at the pre-work conference. Note: The names of both members must be listed on the bond.

**7. CENTRAL CONTRACTOR REGISTRATION / DUNS NUMBER:** It is now mandatory that every contractor working for the Federal Government be registered with the Central Contractor Registration Office (C.C.R.O.). In order to register, the contractor will need to obtain a DUNS number. After a DUNS number has been obtained, the contractor may then register with the C.C.R.O. The contractor must obtain this information and submit it to the local Lake Office before the contract can be awarded. In the event the contractor is not able to provide this information, the contract will be terminated and awarded to another bidder. The instructions for registering with the C.C.R.O. are located on website <http://www.ccr.gov/>. The telephone number for obtaining a DUNS number can be found at 1-888-814-1435.

**8. TEMPORARY LIVING QUARTERS:** The contractor must furnish a fully operable "self-contained" recreational vehicle (RV) of the travel trailer or motor home type to serve as temporary living quarters for the duration of this contract. Pickup (shell-type) campers, pop-up tent trailers, tents, mini-travel trailers, mobile homes, buses, or any other types of recreational vehicles which do not meet general size/type requirement or the "self-contained" classification will not be acceptable. The maximum size of the trailer will be determined by

physical limitations of the site furnished (see “Additional Lake Specifications/Information” section). The RV must be equipped with a holding tank and a re-circulating or marine type toilet. The Reservoir Manager reserves the right to inspect and accept or reject a contractor’s proposed temporary living quarters. The Government will furnish a site for a self-contained travel trailer or motor home with 110-volt electricity and water. Some sites will have sewer hookups. Contractors with sites that do not have sewer hookups will have to utilize the nearest dump station. If the contractor's travel trailer is not compatible with the sewer, water, or electrical outlets available at the site, the Government will not be responsible for making alterations to the utilities or for providing attachments or adapters. The site for the temporary living quarters will typically be near the entrance of the park or in a location designated by the Reservoir Manager.

**9. TRAILER SITE AND GATEHOUSE:** The contractor will maintain their trailer site in a clean, neat, and sanitary condition at all times. No dog pens, horse corrals, poultry cages, or similar facilities for pets or other animals will be allowed. All pets will be confined in the contractor's trailer or on a leash that is six feet or less in length. No pets will be allowed inside or around (i.e. tied to) the gatehouse at any time. No washers, dryers, deep freezers, or excessive personal items will be permitted outside at the trailer site or inside the gatehouse. The gatehouse will be thoroughly cleaned at the end of each shift. Cleaning will include, but not be limited to, cleaning the toilet facilities, cleaning the windows, mopping the floors, picking up litter, emptying the trashcans, and dusting. The outside of the gatehouse and the grounds around the gatehouse (as defined by the Reservoir Manager) must also be cleaned as needed. Outside cleaning will include, but not be limited to, cleaning the windows, sweeping the sidewalks, removing spider webs and insect nests, and picking up litter. The contractor will provide all necessary cleaning supplies unless otherwise noted in the Additional Lake Information/Specifications section. Refuse will be deposited in the appropriate, outside trash receptacle that is furnished and emptied by the Government. The contractor will be required to water shrubs, trees, and grass in the area of the entrance complex and their personal trailer site, and also keep these areas free of litter. Typically, a separate contractor will be responsible for mowing the grass around the gatehouse and trailer site. Check the “Additional Lake Specifications/Information” section for exceptions. All non-authorized personnel are to remain outside of the gatehouse.

**10. VISITORS OF THE CONTRACTOR:** The contractor team will be the sole occupants of their site. Adult family members and friends will not live with the contractor. “Living with the contractor” is defined as a person staying with the contractor for more than 14 days in a 30-day period. Visitors of the contractor will be required to lodge in the contractor's trailer, or, if they have their own equipment, visitors will be required to camp at a campsite in the park and pay the regular camping fee. Visitors will not be allowed to connect to the contractor's utilities at any time.

**11. CONTRACTOR VEHICLE:** The contractor will provide and maintain a vehicle that can be operated independently of the RV for performing contract related duties (e.g. park inspections, posting of reserved sites, etc.). The contractor must submit proof of liability insurance for all motor vehicles they plan to use during the performance of their contract duties to the Reservoir Manager at the pre-work conference. All motor vehicles and operators will comply with state and local laws in regards to vehicle condition and operation.

**12. UNIFORM DRESS AND PERSONAL APPEARANCE:** When on duty, the contractor will be required to maintain a fully clothed and neat, well-groomed appearance. The contractor will also be required to provide and wear a solid white shirt with collar and buttons, solid dark blue pants (or optional dark blue skirt for women), and appropriate footwear (as determined by the Reservoir Manager) while on duty. Sandals or thongs will not be considered acceptable footwear. The following government furnished items will also be worn while on duty: a red vest with identification patch, a nametag, and an optional red cap with identification patch. Shoes must be worn at all times while on duty. The red vest and nametag will be returned to the Lake Office on the last day of the contract period.

**13. COMMUNICATION/COOPERATION WITH OTHERS:** The contractor must be able to communicate effectively with the public, lake staff, and other contractors. The contractor must also cooperate with the public,

other gate attendants, Corps of Engineers employees, and other government contractors. The contractor will allow Corps of Engineers employees to utilize communication and other government owned equipment in the gatehouse.

**14. WEAPONS/ FIREARMS:** The contractor will not carry or display firearms, pepper spray, mace, clubs, or any item or piece of equipment that may be construed as a weapon. This policy will be followed despite any “conceal and carry” permit the contractor may possess.

**15. ALCOHOL/DRUGS:** The contractor will not consume, use, or be under the influence of, alcoholic beverages, drugs and/or medication (unless prescribed by a doctor) while on duty or in view of the public when off-duty.

**16. SMOKING:** Smoking in the gatehouse or in view of the public is prohibited. The contractor will be responsible for properly extinguishing all smoking materials and disposing of such materials in waste receptacles.

**17. USER FEES:** The contractor will follow fee collection, credit voucher, refund and campsite reservation procedures established by the U.S. Army Corps of Engineers, Fort Worth District. The contractor will be required to collect user fees daily as specified by the Reservoir Manager and to insure that campers are “paid up.” Some parks may require that the contractor go through the park to collect fees (see “Additional Lake Specifications/Information” section). The contractor will utilize the U.S. Army Corps of Engineers User Permit, ENG Form 4457 and/or an automated cash register, computer system (Automated Use Permit System [AUPS] or Park Office software) and/or make collections from an honor vault (see “Additional Lake Specifications/Information” section). The contractor may be required to collect user fees for specialized recreation sites, facilities, and/or services provided by the Corps of Engineers. This may include, but is not limited to, camping, group facility use, day use, special facility use, multiple site rental use, and visitor-to-camper fees. The contractor may also be required to sell annual day use passes and/or golden age passports. The contractor will be required to process refund requests as directed by district and local policies. The contractor will be required to accept cash, personal checks, traveler’s checks, money orders, appropriate credit vouchers, and credit cards as methods of use fee payment. The contractor will be required to provide personal cash for change. The contractor will be responsible for keeping and safeguarding fee monies, use permits (ENG Form 4457), credit card receipts, cash register receipt tapes, remittance registers, bills for collection, and any other documents as required by district or local policy until turned over to an authorized fee collector/cashier. The contractor may be audited at any time without prior notice. All collected use fee payments/monies will be placed in the gatehouse fee safe immediately upon receipt and will be immediately available for collection and/or audit. The contractor will be required to turn in the use fee monies to the Government according to current policy. This may include: delivering and depositing fee monies in a bank designated by the Government, delivering fee monies to the Lake Office, or turning fee monies over to an authorized fee collector. The method of fee submittal may change during the contract period due to the implementation or upgrade of the NRRS/Park Office system. The contractor will also be required to submit all receipts, reports, remittance registers, and/or bills for collection as specified by the Reservoir Manager and district policy.

**NOTE:** Each time use fees are turned in; the contractor will be required to purchase, at their own expense, a cashier’s check for the amount of cash fee monies included in the remittance. At the discretion of the Reservoir Manager, the use of money orders may be authorized for the submittal of the cash portion of the remittance.

#### **18. CAMPSITE RESERVATIONS:**

A. In parks participating in the National Reservation System (NRRS), the contractor will perform the following duties:

1. Pickup reservation data reports (e.g. arrival reports, cancellation reports, etc.) from the local Lake Office or accept the reports delivered by government personnel and/or transmitted by telephone, electronic mail (computer), facsimile machine, etc.

2. Maintain and update status reports utilizing charts, status boards, notepads, card systems, computer/cash register systems, AUPS, and/or Park Office software (as specified by the Reservoir Manager) to insure that the status of the campground is known at all times.

3. Monitor and record dates of arrivals, departures, cancellations, and no-shows. The contractor will be required to submit “no show reports” to the Lake Office in the format specified by the Reservoir Manager.

4. Fill out refund and credit voucher forms according to policy.

5. Post reserved and available campsites. The contractors will physically mark or post reserved/available sites in the campground in the manner specified by the Reservoir Manager.

6. Maintain records necessary for the administration of the campsite reservation program as directed by the Reservoir Manager.

7. Contractors may be required to make advance reservations for customers from the gatehouse by way of the computer (Park Office software).

B. Reserve America (the NRRS reservation contractor) is responsible for advance campsite reservation services consisting of receiving and booking reservation requests, collecting and processing reservation service fees and camping fees, handling cancellation and refund requests, and transmitting reservation bookings to the appropriate parks and Lake Offices. The contractor will accept the Reserve America confirmation letter as proof and payment of the reservation.

**19. VISITOR ASSISTANCE:** The contractor will occupy the gatehouse at all times during duty hours and will assist the public by answering questions and providing information about the lake, parks, campground rules/regulations, and local businesses or attractions. The contractor’s positive attitude and willingness to assist the public is crucial in portraying a positive image for the individual lake and the entire Corps of Engineers. The contractor will utilize materials such as lake maps, park maps, rules and regulations (Title 36) pamphlets, and other “handout” materials as needed to assist and inform the public. The Reservoir Manager may also direct the contractor to handout water safety or other types of flyers/pamphlets to all park users that enter the park. When a park user checks in or first enters the park, the contractor will advise them about quiet hours (10:00p.m. to 6:00a.m.) and other basic campground rules such as “utilize developed facilities or designated overflow facilities only” and “operate and park all vehicles on designated roads and parking areas.” The contractor will also assist the park users by delivering emergency messages when needed. The Reservoir Manager may also direct the contractor to participate/assist in conducting surveys and other data collection activities.

**20. CAMPGROUND STATUS:** The contractor will maintain a record of the current status of each site occupied with the method specified by the Reservoir Manager. The contractor will keep a written record of a camper’s length of stay to insure compliance with the Government’s 14-day camping regulation (Title 36 Section 327.7[b]). The contractor will register park users and issue appropriate passes as required by the Reservoir Manager. The contractor will keep a written record of campers who are turned away due to lack of campsites or lack of specific type of campsite (e.g. electric sites).

**21. GROUP SHELTERS:** *In parks that have day use group shelters or group camps, the contractor will be required to open/close group facility gates, receive payment for group facility use, keep group facility records, and perform any other group facility function specified by the Reservoir Manager. The contractor will also be required to monitor the use of the group facilities to insure compliance with policies and regulations.*



**22. PARK GATE OPERATION:** The contractor will open and close park gates as required by the Reservoir Manager. The contractor will open the park gates after hours for emergency personnel and will allow park users to exit the park regardless of the hour.

**23. PARK INSPECTIONS:** The contractor will inspect their respective park area(s) and facilities the minimum number of times each day as specified by the Reservoir Manager or the number of times necessary to properly maintain orderly park operations. During all inspections, if the contractor observes park users violating Corps of Engineers' rules and regulations, the contractor should ask for compliance. The contractor will not pursue enforcement. If a violator persists, the contractor will contact the Reservoir Manager or a park ranger for assistance and enforcement. The contractor will not approach any situation that appears to be potentially dangerous or that involves a serious offense (e.g. fight in the park, suspected drug use, etc.).

**24. ACCIDENTS/OFFENSES:** The contractor will promptly notify the Reservoir Manager or a park ranger about any accidents, violations of law, disturbances, and situations that could affect the health and safety of park users or result in damage to government property. In the event the contractor is unable to communicate with the Reservoir Manager or a park ranger, the contractor should contact local law enforcement officers if the situation warrants. Any such communication with local law enforcement officers/agencies will be reported to the Reservoir Manager as soon as possible. The contractor will not attempt to apprehend any violators or otherwise place themselves in dangerous situations. Serious incidents (e.g. fatality on government property) will be reported immediately to the Reservoir Manager or a park ranger, the local law enforcement agency, and the appropriate emergency service agency (e.g. ambulance, fire department).

**25. COMPLAINTS:** The contractor will keep a written record of complaints and criticisms of park facilities and operations. These records will be submitted to the Reservoir Manager or his representative. Serious complaints (e.g. safety or public health items) will be reported immediately to the Reservoir Manager or a park ranger.

**26. LOST AND FOUND:** The contractor will initially keep "lost and found" items in the gatehouse until the items can be turned over to a park ranger or turned into the Lake Office.

**27. SUPPLIES & EQUIPMENT:** The Government will typically provide a fee collection gatehouse, fee safe, gate house telephone, control gate, log books, notepads, campsite occupancy map and status board (if available), User Permits (ENG 4457), use fee credit vouchers and refund forms, appropriate computer equipment or cash register, lake maps, rules and regulations pamphlets, and other printed materials as needed. See the "Additional Lake Specifications/Information" section for exceptions and/or additions to government supplied equipment and supplies. Government supplies and equipment will be for official use only.

**28. COMMUNICATIONS:** The Government will furnish a telephone for communication. The telephone will be used for Official Use Only. Proper telephone usage will be explained at the pre-work conference.

**29. GOVERNMENT PROPERTY:** The contractor will be required to return all government furnished equipment and supplies on the last day of the contract. The contractor may be held liable for any missing or damaged government equipment or materials.

**30. SUBSTITUTION OF A TEAM MEMBER:** Team member substitutions may be allowed if approved by the Contracting Officer.

**31. ABSENTEEISM:** No payment will be made for time not worked. All absences must be approved in advance by the Reservoir Manager. The Reservoir Manager, or his authorized representative, must be contacted and given as much advance notice as possible about anticipated absences. An unauthorized absence by either or both of the two-person contract team, without prior approval by the Reservoir Manager, will be grounds for terminating the contract.

**32. PAYMENT FOR SERVICES:** Payment for services provided by the contractor will be made monthly for the actual days worked at the unit price indicated on the bid sheet. The actual day that the contractor receives payment may vary from month to month (typically it will be around the fifth or sixth of the month). The contractor will mail a payment invoice to the Finance Center at the end of each month. The Government will provide the proper forms and the address of the Finance Center. The contractor will also provide a copy of the invoice each month to the local Lake Office in the manner specified by the Reservoir Manager. The contractor will not receive payment for a submitted voucher for at least 30 days unless prompt payment discounts are indicated. Payment to the contractor will be deposited electronically into the contractor's bank account.

**33. INSPECTIONS AND CONTRACTOR PERFORMANCE:** The services performed by the contractor will be subject to inspection by the Contracting Officer or his designated representative to insure compliance with the terms of this contract. The contractor will be advised as soon as possible of any deficiencies in their performance. Upon being advised of a deficiency, the contractor must take immediate action to correct the deficiency and to insure that the deficiency does not recur. Deficiencies, especially recurring deficiencies, will be grounds for terminating the contract (see item 35, TERMINATION). The contractor will be expected, after a reasonable training period, to efficiently and accurately perform all aspects of their contractual duties including, but not limited to, fee collection, computer/cash register operation, remittance of use fees, performance of visitor assistance, adherence to policies, and basic park operation.

**34. DUTY OF CONTRACTOR TO FINISH CONTRACT/OPTION PERIOD(S):** The contractor may not terminate or "abandon" the contract. If the contractor fails to fulfill the contract through the specified term(s) (including option periods exercised by the Government), the contractor may be charged the cost of procuring a replacement contract and may be barred from being awarded future contracts. If option periods are indicated, the Government reserves the right to exercise an option period or periods for the specified term. If an option period is exercised, the contractor must provide the services outlined in this contract for the term specified. "Option periods" are the option of the Government and not the option of the contractor.

**35. TERMINATION:** Inappropriate conduct or unprofessional actions by the contractor may be grounds for immediate dismissal and termination of the contract. Examples of actions that may require immediate dismissal/termination include, but are not limited to, consuming alcoholic beverages and/or using drugs while on duty or in view of the public, being intoxicated or under the influence of drugs while on duty or in view of the public, cursing at and/or harassing park users, carrying/possessing a firearm, stealing user fee payments, monies, or government property or materials, using collected use fee payments/monies or government equipment/materials for personal use, causing inappropriate or unwarranted physical contact with the public, government personnel, or other contractors, recurring written and/or verbal complaints from the public on the contractor's attitude or performance, failing to cooperate with government personnel or other contractors, failing to follow district or local policies and programs (including policies and procedures outlined in the "Gate Attendant Handbook"), and failing to correct deficiencies. Failure by either one of the team members to provide items and services specified in this contract may be grounds for terminating the contract under FAR 52.249-8 and this clause. Depending on the severity of the reason for termination, the contractor may be barred from being awarded future contracts.

**36. ADDITIONAL INFORMATION:** Contact the following individuals for more information at each lake:

Navarro Mills Lake, Billy W. Wise

254-578-1431

## Additional Lake Specifications/Information

### Navarro Mills Lake

#### Pecan Point Park

Tour of Park	2 miles
Campsites	35

#### **Types of Fees Collected/Items to be sold**

Camping  
Miscellaneous Fees (e.g. Dump Station Fee, Etc.)

#### **Term of Contract**

*The term of the contracts for Pecan Point Parks will be from 01 April 08 to 30 September 08. The contract will have a 6 months option. (01 April 09 to 30 September 09)*

#### **Work Schedules**

Contractor teams will be required to work a four day on /four day off rotating schedule. The contractor on the first shift of the contract period may be required to work a one, two or three day shift and then begin the four day rotation. Likewise, the contractor working the last shift of the contract period may be required to work a one, two or three day shift.

On Duty 6:00 a.m. to 10.00 p.m.

Availability Hours: 6:00 a.m. on the first day of the four-day shift to 6:00 a.m. on the morning after the last day of the four-day shift.

#### **Exceptions/Additions to the Gate Attendant Scope of Work**

*Park Inspections: The contractors in Pecan Point Park will be required to make a minimum of four inspection tours of the park each day they are on duty. The Reservoir Manager reserves the right to increase the minimum number of inspection tours as needed.*

**NRRS Training:** The contractor will need two days of training prior to beginning their contract term if the contractor has no experience with the computer program, Park Office. This training shall be completed within two weeks before the start of the contract.

*Use Fee Monies: Each week, the contractor will be required to bring all receipts, permits, reports, bills for collection, and checks to the Navarro Mills Lake Office to be accepted or verified by a fee collector. Use fee monies will be brought to the office between 8:00 a.m. and 11:00 a.m. on Mondays or Fridays only. **NOTE:** Each time use fees are turned-in, the contractor will be required to purchase, at their own expense, a certificate of mailing and money orders for the amount of cash collected in the remittance from the local U.S. Postal Service only. Money orders will be purchased the same day use fees are turned-in not before.*

Temporary Living Quarters Telephone Service: The Government will furnish a site for a self-contained travel trailer or motor home with 110-volt electricity, water and sewer hookups. The contractor will maintain their trailer site in a clean, neat, and sanitary condition at all times. Telephone will be provided in the gatehouses for official use only.

NO PETS OR SMOKING ARE ALLOWED IN GATEHOUSES.

### Oak Park Day Use Area

#### **Term of Contract**

*The term of the contracts for Oak Park Day Use Area will be from 01 May 08 to 1 September 08. The contract will have a 5 month option. (01 May 09 to 7 September 09).*

**Type of Area:** Swimming Area

#### **Types of Fees Collected/Items to be Sold**

Annual Passes  
Day Use Fees

### **FEES CHARGED DAY USE AREA**

Any person over 12 years of age: In vehicle or walk-in.

#### **SWIMMING FEE**

1 Person: \$1.00	\$30.00
2 People: \$2.00	
3 People: \$3.00	
4 or Over: \$4:00	

#### **ANNUAL PASS:**

**VISITORS WITH DISCOUNT PASSES: (GOLDEN AGE/ACCESS PASSPORT, OR AMERICA BEAUTIFUL PASSES) - 50% OFF INDIVIDUAL FEE PRICES.**

#### **PAYMENT METHODS FOR DAY USE AREA**

Cash  
Personal Check  
Traveler's Check

**OAK PARK DAY USE AREA SCOPE OF WORK**

1. *Duties will begin 1 May, and end at close of business on Monday, (Labor Day). Duty hours are 10:00 a.m. to 10:00 p.m. four days per week. Tuesday, Wednesday and Thursday will be days off, however; this can change at the discretion of the Manager. Contractor will not be required to be available at any time other than the posted duty hours.*
2. Contractor will open the gate at 10:00 a.m. and close the gate at 9: 00 p.m. each day they are on duty.
3. Fees will be collected from visitors as they enter the area. Contractor will be responsible for money collected, printed receipts and operating a cash register or fee permits book.
4. Each duty night between 9:00 p.m. and 10.00 p.m., the contractor will be required to bring all receipts, permits, reports, cash and checks to Oak Park Gate House to be accepted or verified by the on duty attendant prior to them entering fees in the NRRS computer.
5. Telephone will be provided in the gate house for official use only.
6. NO PETS OR SMOKING ARE ALLOWED IN GATE HOUSE.

**BID SHEET****Navarro Mills Lake FY 2008****Summer Gate Attendant Positions****Parks Available****ITEM**

15a Pecan Point Park "A" Position  
*Base* 01 Apr 08 thru 30 Sep 08  
 4 days on/4 days off 92 Days \_\_\_\_\_/day

15b Pecan Point Park "A" Position  
*Option* 01 Apr 09 thru 30 Sep 09  
 4 days on/4 days off 92 Days \_\_\_\_\_/day

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16a Pecan Point Park "B" Position  
*Base* 01 Apr 08 thru 30 Sep 08  
 4 days on/4 days off 91 Days \_\_\_\_\_/day

16b Pecan point Park "B" Position  
*Option* 01 Apr 09 thru 30 Sep 09  
 4 days on/4 days off 91 Days \_\_\_\_\_/day

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17a Oak Park Day Use Area Position  
*Base* 01 May 08 thru 01 Sep 08  
 4 days on/3days off 71 Days \_\_\_\_\_/day

17b Oak Park Day Use Area Position  
*Option* 01 May 09 thru 07 Sep 09  
 4 days on/3days off 76 Days \_\_\_\_\_/day

## **WACO LAKE SUMMER GATE ATTENDANT SCOPE OF WORK**

Base year: 1 Apr 2008 - 30 Sep 2008  
Option year: 1 Apr 2009 - 30 Sep 2009

1. **GENERAL:** Airport, Midway, Reynolds Creek, Speegleville, Airport Beach, Twin Bridges, and Koehne Parks have expected vacancies for summer contracts.
2. **GOVERNMENT - SUPPLIED ITEMS:** The Government will provide temporary living sites near the gatehouse for a self-contained trailer with electrical hook-ups, water and sewer facilities. The Government will also provide: Annual Passes, Golden Age cards, all forms, maps, brochures, handouts, light bulbs, computer paper, paper towels for the towel dispenser, water hoses and sprinklers. The Site Manager or Contracting Officer's Representative may request that government supplied items be picked up at the Project Office. Computers, telephones, and fax machines are for Government official use only. Phone service lines in the gatehouse shall be used for telephone service only.
3. **CONTRACTOR - SUPPLIED ITEMS:** The contractor shall furnish all materials, excluding those furnished by government as specified above, needed to operate the gatehouse. This list includes, but is not limited to, hi-liters, color markers, notepads, pens, pencils, tape, trash bags, cleaning supplies, restroom supplies and any other items that may be necessary to operate the gatehouse.  
  
Contractors will also provide sufficient change (\$50.00) with which to make change.
4. **DUTY HOURS:** Twenty-four (24) hour surveillance shall be maintained throughout the week. The gates shall be opened at 6:00 a.m. and closed at 10:00 p.m. by the contractor. From time to time, the lake office may request that the contractor open the gates earlier or close later for a specific event. Gatehouse operation will begin at 8:00 a.m. and end at 10:00 p.m. Under certain conditions the Site Manager at his or her discretion may also request that the contractor staff the gatehouse between the hours of 6:00 a.m. to 8:00 a.m. Contractors will be required to be available at their trailer between the night hours of 10:00 p.m. and 6:00 a.m. to provide emergency ingress each night the contractor works. At least one team member shall occupy the gatehouse at all times during scheduled duty hours. Duty hours shall begin at 6:00 a.m. on the first day of the work schedule and end at 6:00 a.m. on the day after their last day of the work schedule. During the night hours of 10:00pm and 6:00am if an emergency or personal business warrant, arrangements may be made in advance to allow the attendants to be away from the trailer site overnight. If possible, at least 36 hours advanced notice will be given to the Contracting Officer's Representative.

**The following is a work schedule to be worked by the Contractor:**

CONTRACTOR	DAYS PER WEEK	DAYS WORKED
<b>Contractor "4day"</b> (All Parks)	4	<b>Monday, Tuesday, Wednesday and Thursday</b>
<b>Contractor "3day"</b> (All Parks)	3	<b>Friday, Saturday and Sunday</b>
<b>Koehne Day Use Contractor</b>	5	<b>Thursday, Friday, Saturday, Sunday, and Monday</b>

Koehne Day Use Contractor may be asked to work additional days if a major holiday falls on their days off (example: if 4<sup>th</sup> of July falls on a Tuesday).

**5. USER FEES:** The Contractor will collect user fees in accordance with procedures established by the Site Manager. The NRRS/Park Office program will be used in all camping parks, and cash registers are used in the day use parks. In the absence of a Fee Collection Contract, the gate attendants **must turn all cash into a money order and deliver all fees and documentation of fee collections** to the Lake Office between 8:30 - 9:00 am on the first scheduled workday of each work period (Monday and Friday). Other instructions may be given by the Contracting Officer's Representative.

**6. PARK INSPECTION:** Gate Attendants shall patrol the entire park a minimum of five (5) times daily in accordance with established policy of the Site Manager. One inspection patrol should be made as soon as possible after opening the park gates at 6am, and one inspection patrol should be made prior to locking the gates at 10pm. The Inspections should be evenly spaced throughout the shift. One attendant must remain on duty at the gatehouse while the other patrols the park. Gate attendants shall inform park visitors and campers of any violation of rules, regulations, and policies in a friendly, informative manner and ask for compliance. Gate Attendants shall keep a patrol inspection report in a neat and timely manner. Gate attendants shall verify campground occupancy status, check restrooms, and document any property vandalism or theft during patrols. Evening patrols shall be utilized to check all restroom lights and guard lights at least once during the hours of darkness each day to insure that they are working properly. The Lake Office will be notified of any lights that are inoperative during the first scheduled workday after finding them inoperative.

**7. GATE OPERATION:** Contractors shall unlock and open park gates each morning according to park opening hours. The Contractor will allow entrance and exit to visitors who have a valid permit, emergency traffic (police, fire, etc.), urgent message delivery, and Corps employees. Gate Attendants will be required to close and lock park entrance gates, **as well as any additional gates assigned by the Site Manager** each night in accordance with park closing hours.

In the day use parks, Airport Beach, Koehne and Twin Bridges, contractors must ensure that day users have exited the park before locking the park gates. In parks with Group Shelters, Airport, Airport Beach and Twin Bridges, the contractor is responsible for unlocking facilities when the permitted users arrive, **and ensuring that facilities are cleaned by the user and locked when the users leave.** If there is a problem with the use of the group shelters, contact a Ranger for assistance.

Gate attendants may be required, on a regular basis, to open and close additional, multiple gates in and near the park in which they are assigned. The maximum distance to any of the gates will not be farther than seven (7)



miles one way from the contractor's park. The Midway attendants will be required to open and close the gates of Koehne Park, and the Airport Beach & Airport Park attendants may be required to open and close Bosque Park and the Dam Hike & Bike trail gates.

## 8. GATEHOUSE AND LANDSCAPE MAINTENANCE:

**Gatehouse** – The contractor is responsible for maintaining the gatehouse, both inside and outside in a clean, orderly and sanitary condition at all times. The contractor is responsible for keeping the area around the gatehouse and their trailer site free of litter. Gate Attendants shall provide all equipment, tools, supplies and materials necessary to clean the gatehouse.

**Landscape maintenance** – Contractor shall water the lawn, flowers, trees and shrubs in the immediate area of the gatehouse and/or trailer site as instructed by project personnel. The Government will provide hoses and sprinklers. Contractor shall also remove weeds from flowerbeds as instructed by project personnel.

The gatehouse and park attendants' site will be cleaned and maintained to the satisfaction of the Site Manager or designated representative.

## 9. SPECIAL CONSIDERATIONS

**Communications** – A telephone will be provided at each gatehouse. **No long distance calls can be made from these phone lines.** The Contractor will be required to have phone service in their trailer, and shall be responsible for all connection and/or disconnect fees, long distance fees and basic monthly bills. This could be a regular land phone line, or cell phone service. The Lake Office must be provided with your phone number at your trailer site.

**Laundry** – Due to the open nature of the trailer sites, and their proximity to the park entrances, **no clotheslines, or the drying of laundry at or near the trailer site will be permitted.**

**Damage Responsibility** – The Contractor shall be responsible for restoring any Government facilities, structures, or trees damaged as a result of his/her operation. The Contractor shall also be responsible for any damage to private property, and will notify the Site Manager or their representative immediately of damage to Government property and private property and of any injury to a person resulting from his/her operation. The Contractor will notify the Site Manager or their representative immediately of damage to government facilities due to vandalism or other causes on the same day as such vandalism is first noticed. Vehicles and/or trailers will be driven on existing roads only and not across or through park areas to facilities. All wheeled vehicles, (trucks, trailers, etc.) will be parked in paved, designated spaces only.

**Flooding Notification** – Upon notification by Corps representatives, it may be necessary for the gate attendants to warn campers of impending flooding conditions. This notification may occur at any time of day or night.

**Technical Requirements** – There are computers running the NRRS/Park Office program in the four camping parks. **All gate attendants should be prepared to operate such equipment during the contract period. The NRRS Park Office program is entirely menu driven and will require computer literacy.**

**Forwarding Address** – At the end of the contract season, gate attendants shall leave a current forwarding address and telephone number with the Gate Attendant Coordinator. This will enable the gate attendant coordinator to contact you for the option period portion of the contract.

**Changes to work schedule/bids** – The Site Manager reserves the right to cancel any portion of this bid or contract at any time.

**10. PREWORK CONFERENCE:** Successful bidders will be required to attend a pre-work conference to be held on 1 April or other date as specified by the Site Manager. Training session will begin at 10:00 am. Gate Attendants will not receive any separate payment for attending the pre-work conference. Gate Attendants shall attend additional training sessions as required by the Site Manager during the contract on a regularly scheduled workday.

## BID SHEET

### Waco Lake Summer Season

Base year - 1 Apr 2008 – 30 Sep 2008  
Option year - 1 Apr 2009 – 30 Sep 2009

Item number/ Description	Estimated Quantity	Unit	Unit Price	Total
<b>0018a</b> Gate Attendant, Waco Lake Speegleville Park, 3 day 1 Apr 08 – 30 Sep 08	83	Day	\$_____	\$_____
<b>0018b</b> Option year, Waco Lake Speegleville Park, 3 day 1 Apr 09 – 30 Sep 09	83	Day	\$_____	\$_____
<b>0019a</b> Gate Attendant, Waco Lake Speegleville Park, 4 day 1 Apr 08 – 30 Sep 08	110	Day	\$_____	\$_____
<b>0019b</b> Option year, Waco Lake Speegleville Park, 4 day 1 Apr 09 – 30 Sep 09	110	Day	\$_____	\$_____
<b>0020a</b> Gate Attendant, Waco Lake Midway Park, 3 day 1 Apr 08 – 30 Sep 08	83	Day	\$_____	\$_____
<b>0020b</b> Option year, Waco Lake Midway Park, 3 day 1 Apr 09 – 30 Sep 09	83	Day	\$_____	\$_____

<b>0021a</b> Gate Attendant, Waco Lake Midway Park, 4 day 1 Apr 08 – 30 Sep 08	<b>110</b>	<b>Day</b>	\$ _____	\$ _____
<b>0021b</b> Option year, Waco Lake Midway Park, 4 day 1 Apr 09 – 30 Sep 09	<b>110</b>	<b>Day</b>	\$ _____	\$ _____
<b>0022a</b> Gate Attendant, Waco Lake Reynolds Creek Park, 3 day 1 Apr 08 – 30 Sep 08	<b>83</b>	<b>Day</b>	\$ _____	\$ _____
<b>0022b</b> Option year, Waco Lake Reynolds Creek Park, 3 day 1 Apr 09 – 30 Sep 09	<b>83</b>	<b>Day</b>	\$ _____	\$ _____
<b>0023a</b> Gate Attendant, Waco Lake Airport Park, 4 day 1 Apr 08 – 30 Sep 08	<b>110</b>	<b>Day</b>	\$ _____	\$ _____
<b>0023b</b> Option year, Waco Lake Airport Park, 4 day 1 Apr 09 – 30 Sep 09	<b>110</b>	<b>Day</b>	\$ _____	\$ _____
<b>0024a</b> Gate Attendant, Waco Lake Airport Beach Park, 3 day 1 Apr 08 – 30 Sep 08	<b>83</b>	<b>Day</b>	\$ _____	\$ _____
<b>0024b</b> Option year, Waco Lake Airport Beach Park, 3 day 1 Apr 09 – 30 Sep 09	<b>83</b>	<b>Day</b>	\$ _____	\$ _____
<b>0025a</b> Gate Attendant, Waco Lake Airport Beach Park, 4 day 1 Apr 08 – 30 Sep 08	<b>110</b>	<b>Day</b>	\$ _____	\$ _____

<b>0025b</b> Option year, Waco Lake Airport Beach Park, 4 day 1 Apr 09 – 30 Sep 09	<b>110</b>	<b>Day</b>	\$ _____	\$ _____
<b>0026a</b> Gate Attendant, Waco Lake Reynolds Creek Park, 4 day 1 Apr 08 – 30 Sep 08	<b>110</b>	<b>Day</b>	\$ _____	\$ _____
<b>0026b</b> Option year, Waco Lake Reynolds Creek Park, 4 day 1 Apr 09 – 30 Sep 09	<b>110</b>	<b>Day</b>	\$ _____	\$ _____
<b>0027a</b> Gate Attendant, Waco Lake Twin Bridges Park, 4 day 1 Apr 08 – 30 Sep 08	<b>110</b>	<b>Day</b>	\$ _____	\$ _____
<b>0027b</b> Option year, Waco Lake Twin Bridges Park, 4 day 1 Apr 09 – 30 Sep 09	<b>110</b>	<b>Day</b>	\$ _____	\$ _____
<b>0028a</b> Gate Attendant, Waco Lake Koehne Park, 5 day 1 Apr 08 – 30 Sep 08	<b>130</b>	<b>Day</b>	\$ _____	\$ _____
<b>0028b</b> Option year, Waco Lake Koehne Park, 5 day 1 Apr 09 – 30 Sep 09	<b>130</b>	<b>Day</b>	\$ _____	\$ _____

**GATE ATTENDANT  
SCOPE OF WORK  
PROCTOR LAKE TEXAS  
Copperas Creek Park (A) & (B) Contracts**

1. The attendant team will consist of two persons capable of fulfilling the terms of the contract by maintaining 24-hour surveillance at the park on a schedule of 4 days on and 4 days off. The gate attendant will be given the option of taking 4 days off without pay during Christmas of each year. During the period of the 2<sup>nd</sup> Friday in March through 30 September, at least one attendant will spend 16 hours on active duty and an additional 8 hours of availability in the park each day. For the period of October through the 2<sup>nd</sup> Thursday in March, the attendant will be required to maintain a schedule of 10 hours of active duty and 14 hours of availability in the park. A schedule of work days and hours will be furnished prior to starting work. The schedule is subject to change with 1-week advance notice.
2. Contractor will be required to attend a pre-work conference with the POC to review the terms of the contract, to discuss expectations, and to receive a lake-specific orientation. Contractor will be required to learn and properly use the NRRS computer system prior to the contract start date. If the contractor is not already familiar with the NRRS computer system then they should make prior arrangements with the lake manger or his representative for training. The NRRS system is complicated and cannot be learned in one day; therefore, please contact the lake staff as soon as possible to schedule training several days before the contract period begins. The contractor will not be paid for these training days or the day set aside for the pre-work conference.
3. **During the period of October through the 2<sup>nd</sup> Thursday in March a portion of the park will be closed. This will reduce the number of sites and area the gate attendant will be required to maintain under surveillance by approximately 50%.**
4. The gate attendant will be responsible for closing the park entrance gate at 10 p.m. and opening it at 6 a.m. each day. The attendant will also check all lights at the gatehouse and entrance gate prior to closing the gate to assure they are working properly. If the lights are not in working order, the attendant will promptly report the problem to a Corps of Engineers representative. The gate attendant will open the gate as needed to allow the entrance of law enforcement or other emergency vehicles regardless of the time of night.
5. The gate attendant will advise all park users to utilize developed facilities or designated overflow areas. The attendant will also advise all visitors to the park to operate their vehicles on developed roadways or designated overflow areas only. The attendants on duty will record the site taken and maintain a permanent record of the current status of sites occupied and the period of stay.

6. The attendant will make a check of their assigned parks according to the following schedules:

A. Camping Area 2<sup>nd</sup> Friday in March through September

- Saturdays, Sundays, and holidays - once between 8 a.m. and 12 noon and three times between 1:00pm & 10:00pm

- Weekdays (excluding holidays) - once between 8 a.m. and 12 noon and two times between 2:00pm & 10:00pm

October through 2<sup>nd</sup> Thursday in March

- Weekends - twice each day, once during the morning and once during the afternoon.

- Weekdays - once each day

B. Day Use Area 2<sup>nd</sup> Friday in March through September

-Daily - twice each day, once during the morning and once during the afternoon.

October through 2<sup>nd</sup> Thursday in March

- Daily - once each day during the afternoon.

These are a minimum number of checks that are required to be made by the contractor; more may be required depending on conditions in the park. During these checks day users will be advised of the availability of the day use areas and charged a user fee if they use facilities in the fee parks.

The contractor's private vehicle will be used for making rounds within the park. The contractor is responsible for all operating costs of the vehicle.

7. Contractors are required to cooperate with other Government contractors and Government employees. Any inter-personal conflicts, which go unresolved, could result in the termination of the contract.

8. The gate house will be kept in a neat orderly condition and thoroughly cleaned at end of each shift; toilet facilities cleaned, floors cleaned and mopped, windows washed, all litter picked up and trash dumped, the entire building dusted, and the outside area cleaned, etc. The contractor will furnish cleaning supplies and toilet paper for the gatehouse. Contractors are required to water and weed out the planter boxes outside the gatehouse.

9. Additional furniture may be placed in the gatehouse only with the approval of the gate attendant POC.

10. The attendant will observe weather and lake conditions and notify the Ranger(s) on duty in the case of severe weather or increases in lake levels. Weather warnings that are received by the attendant will also be relayed to the Ranger(s) on duty.

11. In case the other gate attendant in the same park does not complete his/her contract, the remaining gate attendant may be assigned to that park on a full time basis (7 days/week, 24-hour duty time) until another contractor can be procured. Every effort will be made to avoid this situation, including utilizing off-duty attendants from other parks.

12. The attendant is responsible for providing \$100.00 to make change during the term of the contract.

13. One (1) gate attendant will occupy the gatehouse **at all times** during scheduled duty hours.

14. The contractor shall furnish a fully operable self-contained recreational vehicle of the travel trailer or motor home type to serve as temporary living quarters for the duration of the contract. The Government will provide a designated site for the recreational vehicle. Maximum size of the recreational vehicle is determined by the physical limitations of the site furnished. In the event the contractor furnishes a recreational vehicle that exceeds the physical limitations of the site, site alterations to accommodate the recreational vehicle cannot be guaranteed and are at the discretion of the Reservoir Manager.

15. Contractors in both parks will be required to issue Use Permits and Passes to users of the day use areas.

16. Contractors will also be responsible for changing the gate access code to the day use area in Copperas Creek Park.

17. Invoicing – Gate attendants will be required to prepare and mail their own invoice to the disbursing office in Millington, TN near the latter part of each month. The contractor should expect a 30 - 45 day waiting period between the date that the invoice is sent in and the date that payment is received. If the contractor chooses, he/she may offer a discount to receive payment sooner than the normal 30 - 45 day period. Specific details will be provided upon award of contract.

18. Bill of Collection processing – Gate Attendants will deliver completed Bill of Collections with remittance to the lake office no later than the second business day after the end of their shift. The contractor will call for an appointment prior to bringing the completed Bill of Collection to the office. The contractor will be responsible for procuring money order(s) at the contractor's expense for the cash portion of each Bill of Collection. Money order fees will **not** be deducted from funds collected. The contractor prior to final approval will make any necessary adjustments to the Bill of Collection. Complete instructions on Bill of Collections are contained in the Operating Procedures Manual located in each gate house.



**GATE ATTENDANT  
SCOPE OF WORK  
PROCTOR LAKE TEXAS**

***PROMONTORY PARK (A)&(B) CONTRACT***

1. A schedule of work days and hours will be furnished prior to starting work. The schedule is subject to change with 1-week advance notice. The gate attendant will be required to use a computer when collecting user fees.

**2. During the months of October through March, the park will be closed.**

3. The gate attendant will be responsible for closing the park entrance gate at 10 p.m. and opening it at 6 a.m. each day. The attendant will also check all lights at the station and entrance gate prior to closing the gate to assure they are working properly. If the lights are not in working order, the attendant will promptly report the problem to a Corps of Engineers representative. The gate attendant will open the gate as required to allow the entrance of law enforcement or other emergency vehicles regardless of the time of night.

4. The gate attendant will advise all park users to utilize developed facilities or designated overflow areas. The attendant will also advise all visitors to park to operate their vehicles on developed roadways or designated overflow areas only. The attendants on duty will record the site taken and maintain a permanent record of the current status of sites occupied and the period of stay.

5. The attendant will make a check of their assigned parks according to the following schedules:

A. Camping Area

April through September

- Saturdays, Sundays, and holidays - once between 8 a.m. and 12 noon, once every 2 hour period between 1 p.m. and 7 p.m.

- Weekdays (excluding holidays) - once between 8 a.m. and 12 noon, once every 2-hour period between 3 p.m. and 7 p.m.

These are a minimum number of checks that are required to be made by the contractor; more may be required depending on conditions in the park. During these checks day users will be advised of the availability of the day use areas and charged a user fee if they use facilities in the fee parks.

The contractor's private vehicle will be used for making rounds within the park. The contractor is responsible for all operating costs of the vehicle.

6. Contractors are required to cooperate with other Government contractors and Government employees. Any inter-personal conflicts, which go unresolved, could result in the termination of the contract.
7. The gate house will be kept in a neat orderly condition and thoroughly cleaned at end of each shift; toilet facilities cleaned, floors cleaned and mopped, windows washed, all litter picked up and trash dumped, the entire building dusted, and the outside area cleaned, etc. The contractor will furnish cleaning supplies and toilet paper for the gatehouse. Contractors are required to water and weed out the planter boxes outside the gatehouse.
8. Additional furniture may be placed in the gatehouse only with the Lake Managers' approval.
9. The attendant will observe weather and lake conditions and notify reservoir manager or the Ranger on duty in the case of severe weather or increases in lake levels. Weather warnings that are received by the attendant will also be relayed to the Reservoir Manager.
10. In case the other gate attendant in the same park does not complete his contract, the remaining gate attendant will be assigned to that park on a full time basis (7 days/week, 24-hour duty time) until another contractor can be procured.
11. The attendant is responsible for providing **\$100.00 to make change** during the term of the contract.
12. One (1) gate attendant will occupy the gatehouse **at all times** during scheduled duty hours.
13. The contractor shall furnish a fully operable, self-contained recreational vehicle of the travel trailer or motor home type to serve as temporary living quarters for the duration of the contract. The Government will provide a designated site for the recreational vehicle. Maximum size of the recreational vehicle is determined by the physical limitations of the site furnished. **In the event the contractor furnishes a recreational vehicle that exceeds the physical limitations of the site, no site alterations will be made to accommodate the recreational vehicle.**
14. The gate attendant will be required to visually check the gatehouse in response to burglar alarm calls and report their findings promptly to the Reservoir Manager or Park Ranger.
15. Contractor will be required to issue Use Permits and Passes to users of the day use area.
16. Contractors will also be responsible for changing the gate access code to the camping areas in Promontory Park at the end of each day.
17. Invoicing – Gate attendants will be required to prepare and mail their own invoice the disbursing office in Millington, TN near the latter part of each month. The contractor should expect a 30 - 45 day waiting period between the date that the invoice is sent in and the date that payment is received. If the contractor chooses, he/she may offer a discount to receive payment

sooner than the normal 30 - 45 day period. Specific details will be provided upon award of contract.

18. Bill of Collection processing – Gate Attendants will deliver completed Bill of Collections with remittance to the lake office no later than the second business day after the end of their shift. The contractor will call for an appointment prior to bringing the completed Bill of Collection to the office. The contractor will be responsible for procuring money order(s) at the contractor's expense for the cash portion of each Bill of Collection. Money order fees will **not** be deducted from funds collected. The contractor prior to final approval will make any necessary adjustments to the Bill of Collection. Complete instructions on Bill of Collections are contained in the Operating Procedures Manual located in each gate house

**BID SHEET  
GATE ATTENDANTS  
PROCTOR LAKE**

ITEM NUMBER/DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
<b>0029a</b>				
BASE YEAR				
<b>COPPERAS CREEK (A) CONTRACT</b>				
01 APR - 30 SEP Peak Season	95	DAY	\$ _____	\$ _____
01 OCT - 31 MAR Off - Peak Season	<u>95</u>	DAY	\$ _____	\$ _____
Total	190			\$ _____

<b>0029b</b>				
OPTION YEAR 1				
<b>COPPERAS CREEK (A) CONTRACT</b>				
01 APR - 30 SEP Peak Season	95	DAY	\$ _____	\$ _____
01 OCT - 31 MAR Off-Peak Season	<u>95</u>	DAY	\$ _____	\$ _____
Total	190			\$ _____

<b>0030a</b>				
BASE YEAR				
<b>COPPERAS CREEK (B) CONTRACT</b>				
01 APR - 30 SEP Peak Season	95	DAY	\$ _____	\$ _____
01 OCT - 31 MAR Off-Peak Season	<u>95</u>	DAY	\$ _____	\$ _____
Total	190			\$ _____

<b>0030b</b>				
OPTION YEAR 1				
<b>COPPERAS CREEK (B) CONTRACT</b>				
01 APR - 30 SEP Peak Season	95	DAY	\$ _____	\$ _____
01 OCT - 31 MAR Off-Peak Season	<u>95</u>	DAY	\$ _____	\$ _____
Total	190			\$ _____

## SCOPE OF WORK AND RESPONSIBILITY FOR CONTRACT GATE ATTENDANT LAKESIDE & FRIENDSHIP PARKS

### HORDS CREEK LAKE

**Base Period:**

1 APR 2008 thru 30 SEP 2008 (approx. 106 Days)

**Option Period:**

1 APR 2009 thru 30 SEP 2009 (approx. 107 Days)

Below is a listing of the supplemental work requirements over and above those shown on the SCOPE OF WORK for all Mid-Brazos / Three Rivers lakes.

1. GENERAL: This contract is for Gate Attendant services in two (2) parks. Lakeside Park is a camping park having eighty-one (81) trailer sites, six (6) group camping areas, and six (6) screened-in shelters. Friendship Park is a day use park with a boat ramp, a swimming beach with eight (8) picnic sites and one (1) fishing pier. All gatehouse operations will be conducted from a single gatehouse located approximately eight (8) miles from Coleman, TX and 50 yards from the Lake headquarters office.

2. WORK DAYS AND DUTY HOURS: From 1 Oct through 30 April, the Gate Attendant will maintain 24 hour park surveillance in Lakeside and Friendship Parks four (4) consecutive days and will be off duty four (4) consecutive days. Days of work may include Federal holidays. Required hours for gatehouse operation are shown in Appendix A-1. This schedule is subject to change with one-week advance notice.

3. GOVERNMENT PROPERTY: The government will provide a fee collection gatehouse, fee safe (if available), control gate, log books, campsite occupancy map and status board (if available), User Permits (ENG 4457), computer equipment, and handout literature such as lake maps, copies of Title 36 CFR regulations or other pamphlets and trash bags. The government may also furnish required Gate Attendant uniform vest with identification patch, nametag, optional red cap with identification patch, and magnetic vehicle identification signs (if available). NOTE: Note pads, writing paper, pens, pencils, markers, clipboards, tape, staplers, etc. will not be furnished by the government. Government-supplied materials such as maps, trash bags, etc may be picked up at the headquarters office at any time between 8:00 a.m. and 4 p.m., Monday through Friday, but only after prior arrangements have been made with Corps of Engineers employees on duty.

4. NRRS TRAINING: Contractor will be required to learn and properly use the NRRS computer system prior to the contract start date. If the contractor is not already familiar with the NRRS computer system then they should make prior arrangements with the lake manger or his representative for training. The NRRS system is complicated and cannot be learned in one day; therefore, please contact the lake staff as soon as possible to schedule training several days before the contract period begins. The contractor will not be paid for these training days or the day set aside for the pre-work conference.

5. USER FEES: Gate Attendant will deliver completed Bill for Collection (BFC) with remittance to the Rec. Fee Cashier weekly. The contractor will call for an appointment prior to bringing the completed BFC to the office. The contractor will be responsible for procuring postal money orders or bank cashiers checks, at the contractor's expense, for the cash portion of each BFC. The nearest banks and post office are located in Coleman, Texas.

**Postal money order fees will not be deducted from funds collected.** The contractor, prior to final approval, will make any necessary adjustments to the BFC. Complete instructions on BFC's are contained in the Operating Procedures Manual located in each gatehouse. Attendant will have \$150.00 cash on hand at all times to make change for park visitors. User fees and records will be subject to unannounced audit by Government personnel at

any time. Monies and credit card charges must agree with permits sold. The Gate Attendant must reconcile all discrepancies and unjustifiable differences, if not it may result in immediate termination of the contract.

6. GROUP AND SCREENED SHELTERS: Gate Attendant will keep records and insure compliance of group and screened shelter use as required by the Lake Manager. The Gate Attendant will perform shelter inspections upon visitor arrival and departure. The Gate Attendant will also be responsible for picking up reservation information at the Lake headquarters office after 8:30 each work morning.

7. USER PERMITS: Gate Attendant will issue overnight permits to all Lakeside and Flatrock Park campers when they register. Daily passes will be issued to all visitors-to-campers. The Gate Attendant will record the campsite taken and maintain a permanent record of the current status of each site occupied. The Attendant will keep written records of camper's length of stay to insure compliance with the Corps camping policy. Day use passes will be issued to beach and boat ramp users in Friendship Park. All park users are required to register with the Gate Attendant.

8. SPECIAL PASSES: Contractor will be required to issue Annual Day Use Passes and maintain documentation as outlined in the Mid-Brazos Gate Attendant Handbook.

9. VISITOR ASSISTANCE: Gate Attendant will occupy the gatehouse at all times during duty hours, advise campers of quiet hours (10:00 P.M. until 6:00 A.M.) as they enter park, and assist in maintaining quiet hours. The Gate Attendant will insure that all parking at the gatehouse is performed properly and that traffic is not held up for any reason. All questions asked by the public will be answered with factual information based on written regulations, project policy and specific instructions by the Lake Manager. Tact, diplomacy and courtesy will be exercised at all times in dealing with the public.

10. PARK INSPECTION: Gate Attendant will inspect the park area and facilities a minimum of two (2) times each day. The purposes of these inspections are to determine the condition of the campground facilities that require maintenance, assist campers with problems such as electrical and water hook-ups, etc., and to perform minor cleanup functions and limited light maintenance work as needed. These tours will also serve as an opportunity to talk to campers who arrive when the gatehouse is unmanned and advise them of a time that they may return to the gatehouse to register. A vehicle will be furnished by the contractor for these tours. No three or 4-wheel ATV or golf cart type vehicles will be permitted.

11. ATTENDANT VEHICLES: Gate Attendant vehicles will be parked and operated ONLY on paved roads and parking areas as provided by the Government.

12. GATE OPERATIONS: Gate Attendant will be required to open park entrance gate at 6:00 AM and close gate at 10:00 PM.

13. TRAILER SITE AND GATEHOUSE: The Government-provided trailer site is 55' x 15'6". The roof is supported by 12'6" posts and has a 4/1 pitch. The site will not be modified to accommodate individual contractor needs. Telephone service is not provided by the Government but is available upon request to the appropriate telephone company. All incurred costs are the responsibility of the contractor. The Government assumes no responsibility for continuity of service. Local parking will be restricted to two (2) vehicles. Gate Attendant will maintain the area where the trailer is parked in a clean and sanitary condition at all times. All personal items belonging to the Gate Attendant will be stored in their trailer and will not be placed in the gatehouse unless special permission to place certain personal items in the gatehouse is granted by the Lake Manager.

14. PAYMENT: Monthly invoices will be sent in to the disbursing office in Millington, TN on the last working day of the month. The contractor should expect a 30 - 45 day waiting period between the date that the invoice is sent in and the date that payment is received. If the contractor chooses, he/she may offer a discount to receive payment sooner than the normal 30 - 45 day period.

**GATEHOUSE HOURS OF OPERATION  
LAKESIDE/FRIENDSHIP PARKS  
HORDS CREEK LAKE**

**1 OCT – 30 APR : LAKESIDE / FRIENDSHIP PARKS**

1 OCT – 15 NOV	ALL DAYS	6:00 A.M. – 10:00 P.M.	OPERATE GATEHOUSE
16 NOV – 28 FEB	SUNDAY – THURSDAY	6:00 A.M.	OPEN PARK GATE
		9:00 A.M. – 12:00 NOON	OPERATE GATEHOUSE
		3:00 P.M. - 7:00 P.M.	OPERATE GATEHOUSE
		10:00 P.M.	CLOSE PARK GATE
	FRIDAY – SATURDAY	6:00 A.M.	OPEN PARK GATE
		8:00 A.M. – 12:00 NOON	OPERATE GATEHOUSE
		3:00 P.M. – 8:00 P.M.	OPERATE GATEHOUSE
		10:00 P.M.	CLOSE PARK GATE
1 MAR – 30 APR	ALL DAYS	6:00 A.M. – 10:00 P.M.	OPERATE GATEHOUSE

**BID SHEET**  
**HORDS CREEK LAKE**

Item number/Description	Est. Qty.	Unit	Unit Price
<b>ITEM 0031A</b>			
1 APR 2008 THRU 30 SEP 2008			
GATE ATTENDANT HORDS CREEK LAKE	107 DAYS	\$_____	\$_____
FRIENDSHIP / LAKESIDE PARKS			
4 DAYS ON/ 4 DAYS OFF			
<b>ITEM 0031B</b>			
Option Period:			
1 APR 2009 thru 30 SEP 2009			
GATE ATTENDANT HORDS CREEK LAKE	106 DAYS	\$_____	\$_____
FRIENDSHIP / LAKESIDE PARKS			
4 DAYS ON/ 4 DAYS OFF			



## **WACO LAKE SUMMER GATE ATTENDANT SCOPE OF WORK**

Base year: 1 Apr 2008 - 30 Sep 2008  
Option year: 1 Apr 2009 - 30 Sep 2009

- 1. GENERAL:** Airport, Midway, Reynolds Creek, Speegleville, Airport Beach, Twin Bridges, and Koehne Parks have expected vacancies for summer contracts.
- 2. GOVERNMENT - SUPPLIED ITEMS:** The Government will provide temporary living sites near the gatehouse for a self-contained trailer with electrical hook-ups, water and sewer facilities. The Government will also provide: Annual Passes, Golden Age cards, all forms, maps, brochures, handouts, light bulbs, computer paper, paper towels for the towel dispenser, water hoses and sprinklers. The Site Manager or Contracting Officer's Representative may request that government supplied items be picked up at the Project Office. Computers, telephones, and fax machines are for Government official use only. Phone service lines in the gatehouse shall be used for telephone service only.
- 3. CONTRACTOR - SUPPLIED ITEMS:** The contractor shall furnish all materials, excluding those furnished by government as specified above, needed to operate the gatehouse. This list includes, but is not limited to, hi-liters, color markers, notepads, pens, pencils, tape, trash bags, cleaning supplies, restroom supplies and any other items that may be necessary to operate the gatehouse.  
  
Contractors will also provide sufficient change (\$50.00) with which to make change.
- 4. DUTY HOURS:** Twenty-four (24) hour surveillance shall be maintained throughout the week. The gates shall be opened at 6:00 a.m. and closed at 10:00 p.m. by the contractor. From time to time, the lake office may request that the contractor open the gates earlier or close later for a specific event. Gatehouse operation will begin at 8:00 a.m. and end at 10:00 p.m. Under certain conditions the Site Manager at his or her discretion may also request that the contractor staff the gatehouse between the hours of 6:00 a.m. to 8:00 a.m. Contractors will be required to be available at their trailer between the night hours of 10:00 p.m. and 6:00 a.m. to provide emergency ingress each night the contractor works. At least one team member shall occupy the gatehouse at all times during scheduled duty hours. Duty hours shall begin at 6:00 a.m. on the first day of the work schedule and end at 6:00 a.m. on the day after their last day of the work schedule. During the night hours of 10:00pm and 6:00am if an emergency or personal business warrant, arrangements may be made in advance to allow the attendants to be away from the trailer site overnight. If possible, at least 36 hours advanced notice will be given to the Contracting Officer's Representative.

**The following is a work schedule to be worked by the Contractor:**

CONTRACTOR	DAYS PER WEEK	DAYS WORKED
<b>Contractor "4day"</b> (All Parks)	4	<b>Monday, Tuesday, Wednesday and Thursday</b>
<b>Contractor "3day"</b> (All Parks)	3	<b>Friday, Saturday and Sunday</b>
<b>Koehne Day Use Contractor</b>	5	<b>Thursday, Friday, Saturday, Sunday, and Monday</b>

Koehne Day Use Contractor may be asked to work additional days if a major holiday falls on their days off (example: if 4<sup>th</sup> of July falls on a Tuesday).

**5. USER FEES:** The Contractor will collect user fees in accordance with procedures established by the Site Manager. The NRRS/Park Office program will be used in all camping parks, and cash registers are used in the day use parks. In the absence of a Fee Collection Contract, the gate attendants **must turn all cash into a money order and deliver all fees and documentation of fee collections** to the Lake Office between 8:30 - 9:00 am on the first scheduled workday of each work period (Monday and Friday). Other instructions may be given by the Contracting Officer's Representative.

**6. PARK INSPECTION:** Gate Attendants shall patrol the entire park a minimum of five (5) times daily in accordance with established policy of the Site Manager. One inspection patrol should be made as soon as possible after opening the park gates at 6am, and one inspection patrol should be made prior to locking the gates at 10pm. The Inspections should be evenly spaced throughout the shift. One attendant must remain on duty at the gatehouse while the other patrols the park. Gate attendants shall inform park visitors and campers of any violation of rules, regulations, and policies in a friendly, informative manner and ask for compliance. Gate Attendants shall keep a patrol inspection report in a neat and timely manner. Gate attendants shall verify campground occupancy status, check restrooms, and document any property vandalism or theft during patrols. Evening patrols shall be utilized to check all restroom lights and guard lights at least once during the hours of darkness each day to insure that they are working properly. The Lake Office will be notified of any lights that are inoperative during the first scheduled workday after finding them inoperative.

**7. GATE OPERATION:** Contractors shall unlock and open park gates each morning according to park opening hours. The Contractor will allow entrance and exit to visitors who have a valid permit, emergency traffic (police, fire, etc.), urgent message delivery, and Corps employees. Gate Attendants will be required to close and lock park entrance gates, **as well as any additional gates assigned by the Site Manager** each night in accordance with park closing hours.

In the day use parks, Airport Beach, Koehne and Twin Bridges, contractors must ensure that day users have exited the park before locking the park gates. In parks with Group Shelters, Airport, Airport Beach and Twin Bridges, the contractor is responsible for unlocking facilities when the permitted users arrive, **and ensuring that facilities are cleaned by the user and locked when the users leave.** If there is a problem with the use of the group shelters, contact a Ranger for assistance.

Gate attendants may be required, on a regular basis, to open and close additional, multiple gates in and near the park in which they are assigned. The maximum distance to any of the gates will not be farther than seven (7)

miles one way from the contractor's park. The Midway attendants will be required to open and close the gates of Koehne Park, and the Airport Beach & Airport Park attendants may be required to open and close Bosque Park and the Dam Hike & Bike trail gates.

## 8. GATEHOUSE AND LANDSCAPE MAINTENANCE:

**Gatehouse** – The contractor is responsible for maintaining the gatehouse, both inside and outside in a clean, orderly and sanitary condition at all times. The contractor is responsible for keeping the area around the gatehouse and their trailer site free of litter. Gate Attendants shall provide all equipment, tools, supplies and materials necessary to clean the gatehouse.

**Landscape maintenance** – Contractor shall water the lawn, flowers, trees and shrubs in the immediate area of the gatehouse and/or trailer site as instructed by project personnel. The Government will provide hoses and sprinklers. Contractor shall also remove weeds from flowerbeds as instructed by project personnel.

The gatehouse and park attendants' site will be cleaned and maintained to the satisfaction of the Site Manager or designated representative.

## 9. SPECIAL CONSIDERATIONS

**Communications** – A telephone will be provided at each gatehouse. **No long distance calls can be made from these phone lines.** The Contractor will be required to have phone service in their trailer, and shall be responsible for all connection and/or disconnect fees, long distance fees and basic monthly bills. This could be a regular land phone line, or cell phone service. The Lake Office must be provided with your phone number at your trailer site.

**Laundry** – Due to the open nature of the trailer sites, and their proximity to the park entrances, **no clotheslines, or the drying of laundry at or near the trailer site will be permitted.**

**Damage Responsibility** – The Contractor shall be responsible for restoring any Government facilities, structures, or trees damaged as a result of his/her operation. The Contractor shall also be responsible for any damage to private property, and will notify the Site Manager or their representative immediately of damage to Government property and private property and of any injury to a person resulting from his/her operation. The Contractor will notify the Site Manager or their representative immediately of damage to government facilities due to vandalism or other causes on the same day as such vandalism is first noticed. Vehicles and/or trailers will be driven on existing roads only and not across or through park areas to facilities. All wheeled vehicles, (trucks, trailers, etc.) will be parked in paved, designated spaces only.

**Flooding Notification** – Upon notification by Corps representatives, it may be necessary for the gate attendants to warn campers of impending flooding conditions. This notification may occur at any time of day or night.

**Technical Requirements** – There are computers running the NRRS/Park Office program in the four camping parks. **All gate attendants should be prepared to operate such equipment during the contract period. The NRRS Park Office program is entirely menu driven and will require computer literacy.**

**Forwarding Address** – At the end of the contract season, gate attendants shall leave a current forwarding address and telephone number with the Gate Attendant Coordinator. This will enable the gate attendant coordinator to contact you for the option period portion of the contract.

***Changes to work schedule/bids*** – The Site Manager reserves the right to cancel any portion of this bid or contract at any time.

**10. PREWORK CONFERENCE:** Successful bidders will be required to attend a pre-work conference to be held on 1 April or other date as specified by the Site Manager. Training session will begin at 10:00 am. Gate Attendants will not receive any separate payment for attending the pre-work conference. Gate Attendants shall attend additional training sessions as required by the Site Manager during the contract on a regularly scheduled workday.

**BID SHEET**

**Waco Lake Summer Season**  
**Base Year = 1 Apr 2008 - 30 Sep 2008**  
**Option year = 1 Apr 2009 - 30 Sep 2009**

<b>Item number/ Description</b>	<b>Estimated Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Total</b>
<b>0032a</b> Gate Attendant, Waco Lake Airport Park, 3 day 1 Apr 08 - 30 Sep 08	<b>83</b>	<b>Day</b>	\$ _____	\$ _____
<b>0032b</b> Option year, Waco Lake Airport Park, 3 day 1 Apr 09 - 30 Sep 09	<b>83</b>	<b>Day</b>	\$ _____	Total \$ _____
<b>0033a</b> Gate Attendant, Waco Lake Airport Park, 4 day 1 Apr 08 - 30 Sep 08	<b>110</b>	<b>Day</b>	\$ _____	\$ _____
<b>0033b</b> Option year, Waco Lake Airport Park, 4 day 1 Apr 09 - 30 Sep 09	<b>110</b>	<b>Day</b>	\$ _____	Total \$ _____
<b>0034a</b> Gate Attendant, Waco Lake Reynolds Creek Park, 3 day 1 Apr 08 - 30 Sep 08	<b>83</b>	<b>Day</b>	\$ _____	\$ _____
<b>0034b</b> Option year, Waco Lake Reynolds Creek Park, 3 day 1 Apr 09 - 30 Sep 09	<b>83</b>	<b>Day</b>	\$ _____	Total \$ _____

<b>0035a</b>	<b>135</b>	<b>Day</b>	<b>\$ _____</b>	<b>\$ _____</b>
Gate Attendant, Waco Lake				
Koehne Park, 5 day				
1 Apr 08 - 30 Sep 08				
<b>0035b</b>	<b>135</b>	<b>Day</b>	<b>\$ _____</b>	<b>\$ _____</b>
Option year, Waco Lake				
Koehne Park, 5 day				
1 Apr 09 - 30 Sep 09				
			Total \$ _____	
<b>0036a</b>	<b>110</b>	<b>Day</b>	<b>\$ _____</b>	<b>\$ _____</b>
Gate Attendant, Waco Lake				
Twin Bridges, 4 day				
1 Apr 08 - 30 Sep 08				
<b>0036b</b>	<b>110</b>	<b>Day</b>	<b>\$ _____</b>	<b>\$ _____</b>
Option year, Waco Lake				
Twin Bridges, 4 day				
1 Apr 09 - 30 Sep 09				
			Total \$ _____	
<b>0037a</b>	<b>83</b>	<b>Day</b>	<b>\$ _____</b>	<b>\$ _____</b>
Gate Attendant, Waco Lake				
Midway Park, 3 day				
1 Apr 08 - 30 Sep 08				
<b>0037b</b>	<b>83</b>	<b>Day</b>	<b>\$ _____</b>	<b>\$ _____</b>
Option year, Waco Lake				
Midway Park, 3 day				
1 Apr 09- 30 Sep 09				
			Total \$ _____	
<b>0038a</b>	<b>110</b>	<b>Day</b>	<b>\$ _____</b>	<b>\$ _____</b>
Gate Attendant, Waco Lake				
Midway Park, 4 day				
1 Apr 08 - 30 Sep 08				
<b>0038b</b>	<b>110</b>	<b>Day</b>	<b>\$ _____</b>	<b>\$ _____</b>

Total \$\_\_\_\_\_

**Day**     \$ \_\_\_\_\_     \$ \_\_\_\_\_

**Day**     \$ \_\_\_\_\_     \$ \_\_\_\_\_

Total \$\_\_\_\_\_

**Day**     \$ \_\_\_\_\_     \$ \_\_\_\_\_

**Day**     \$ \_\_\_\_\_     \$ \_\_\_\_\_

Total \$\_\_\_\_\_

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001		1	Lump Sum		

GATE ATTENDANT POSITIONS FOR 3 RIVERS  
FFP

The Contractor shall perform in accordance with the attached Scope of Work and all other terms and conditions as incorporated herein. The Contractor shall furnish all labor, materials, and equipment (unless otherwise noted) to provide required gate attendant services in accordance with the attached specifications for a park within the Three Rivers Project (formerly Mid-Brazos) for the period of 01April 2008 through 30 September 2008.

MULTIPLE AWARDS WILL BE MADE FROM THIS SOLICITATION.

AWARDS WILL BE BASED ON BEST VALUE TO THE GOVERNMENT.  
FACTORS TO BE CONSIDERED ARE PRICE AND PAST PERFORMANCE.  
ISSUANCE OF PURCHASE ORDERS WILL BE MADE IN THE ORDER  
WHICH IS MOST ADVANTAGEOUS TO THE GOVERNMENT. IF A  
VENDOR DECLINES TO ACCEPT A PURCHASE ORDER FOR A PARK,  
THE VENDOR WILL NOT BE CONSIDERED FOR ANY OTHER AWARDS  
OFFERED IN THE SOLICITATION. ONLY ONE OFFER WILL BE MADE  
BY THE GOVERNMENT.

SEE ATTACHED SPECIFICATIONS AND BID SCHEDULES.

FOB: Destination

MILSTRIP: W45XMA73459838

PURCHASE REQUEST NUMBER: W45XMA73459838

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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002		1	Lump Sum		
OPTION	GATE ATTENDANT POSITIONS FOR 3 RIVERS				

FFP

The Contractor shall perform in accordance with the attached Scope of Work and all other terms and conditions as incorporated herein. The Contractor shall furnish all labor, materials, and equipment (unless otherwise noted) to provide required gate attendant services in accordance with the attached specifications for a park within the Three Rivers Project (formerly Mid-Brazos) for the period of 01April 2009 through 30 September 2009.

MULTIPLE AWARDS WILL BE MADE FROM THIS SOLICITATION.

AWARDS WILL BE BASED ON BEST VALUE TO THE GOVERNMENT. FACTORS TO BE CONSIDERED ARE PRICE AND PAST PERFORMANCE. ISSUANCE OF PURCHASE ORDERS WILL BE MADE IN THE ORDER WHICH IS MOST ADVANTAGEOUS TO THE GOVERNMENT. IF A VENDOR DECLINES TO ACCEPT A PURCHASE ORDER FOR A PARK, THE VENDOR WILL NOT BE CONSIDERED FOR ANY OTHER AWARDS OFFERED IN THE SOLICITATION. ONLY ONE OFFER WILL BE MADE BY THE GOVERNMENT.

SEE ATTACHED SPECIFICATIONS AND BID SCHEDULES.

FOB: Destination

MILSTRIP: W45XMA73459838

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## INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	Destination	Government	Destination	Government
0002	Destination	Government	Destination	Government

## DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 01-APR-2008 TO 30-SEP-2008	N/A	N/A FOB: Destination	
0002	POP 01-APR-2009 TO 30-SEP-2009	N/A	N/A FOB: Destination	

## CLAUSES INCORPORATED BY REFERENCE

52.204-4	Printed or Copied Double-Sided on Recycled Paper	AUG 2000
52.212-4	Contract Terms and Conditions--Commercial Items	FEB 2007
52.219-6	Notice Of Total Small Business Set-Aside	JUN 2003
52.222-3	Convict Labor	JUN 2003
52.222-19	Child Labor -- Cooperation with Authorities and Remedies	AUG 2007
52.222-21	Prohibition Of Segregated Facilities	FEB 1999
52.222-26	Equal Opportunity	MAR 2007
52.222-35	Equal Opportunity For Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans	SEP 2006
52.232-33	Payment by Electronic Funds Transfer--Central Contractor Registration	OCT 2003
52.233-3	Protest After Award	AUG 1996
52.237-2	Protection Of Government Buildings, Equipment, And Vegetation	APR 1984
52.237-3	Continuity Of Services	JAN 1991
52.242-15	Stop-Work Order	AUG 1989

## CLAUSES INCORPORATED BY FULL TEXT

## 52.212-1 INSTRUCTIONS TO OFFERORS--COMMERCIAL ITEMS (NOV 2007)

(a) North American Industry Classification System (NAICS) code and small business size standard. The NAICS code and small business size standard for this acquisition appear in Block 10 of the solicitation cover sheet (SF 1449). However, the small business size standard for a concern which submits an offer in its own name, but which proposes to furnish an item which it did not itself manufacture, is 500 employees.

(b) Submission of offers. Submit signed and dated offers to the office specified in this solicitation at or before the exact time specified in this solicitation. Offers may be submitted on the SF 1449, letterhead stationery, or as otherwise specified in the solicitation. As a minimum, offers must show--

- (1) The solicitation number;
- (2) The time specified in the solicitation for receipt of offers;
- (3) The name, address, and telephone number of the offeror;

- (4) A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary;
  - (5) Terms of any express warranty;
  - (6) Price and any discount terms;
  - (7) "Remit to" address, if different than mailing address;
  - (8) A completed copy of the representations and certifications at FAR 52.212-3 (see FAR 52.212-3(l) for those representations and certifications that the offeror shall complete electronically);
  - (9) Acknowledgment of Solicitation Amendments;
  - (10) Past performance information, when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including contract numbers, points of contact with telephone numbers and other relevant information); and
  - (11) If the offer is not submitted on the SF 1449, include a statement specifying the extent of agreement with all terms, conditions, and provisions included in the solicitation. Offers that fail to furnish required representations or information, or reject the terms and conditions of the solicitation may be excluded from consideration.
- (c) Period for acceptance of offers. The offeror agrees to hold the prices in its offer firm for 30 calendar days from the date specified for receipt of offers, unless another time period is specified in an addendum to the solicitation.
- (d) Product samples. When required by the solicitation, product samples shall be submitted at or prior to the time specified for receipt of offers. Unless otherwise specified in this solicitation, these samples shall be submitted at no expense to the Government, and returned at the sender's request and expense, unless they are destroyed during preaward testing.
- (e) Multiple offers. Offerors are encouraged to submit multiple offers presenting alternative terms and conditions or commercial items for satisfying the requirements of this solicitation. Each offer submitted will be evaluated separately.
- (f) Late submissions, modifications, revisions, and withdrawals of offers:
- (1) Offerors are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach the Government office designated in the solicitation by the time specified in the solicitation. If no time is specified in the solicitation, the time for receipt is 4:30 p.m., local time, for the designated Government office on the date that offers or revisions are due.
  - (2)(i) Any offer, modification, revision, or withdrawal of an offer received at the Government office designated in the solicitation after the exact time specified for receipt of offers is "late" and will not be considered unless it is received before award is made, the Contracting Officer determines that accepting the late offer would not unduly delay the acquisition; and--
- (A) If it was transmitted through an electronic commerce method authorized by the solicitation, it was received at the initial point of entry to the Government infrastructure not later than 5:00 p.m. one working day prior to the date specified for receipt of offers; or
  - (B) There is acceptable evidence to establish that it was received at the Government installation designated for receipt of offers and was under the Government's control prior to the time set for receipt of offers; or

(C) If this solicitation is a request for proposals, it was the only proposal received.

(ii) However, a late modification of an otherwise successful offer, that makes its terms more favorable to the Government, will be considered at any time it is received and may be accepted.

(3) Acceptable evidence to establish the time of receipt at the Government installation includes the time/date stamp of that installation on the offer wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of Government personnel.

(4) If an emergency or unanticipated event interrupts normal Government processes so that offers cannot be received at the Government office designated for receipt of offers by the exact time specified in the solicitation, and urgent Government requirements preclude amendment of the solicitation or other notice of an extension of the closing date, the time specified for receipt of offers will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal Government processes resume.

(5) Offers may be withdrawn by written notice received at any time before the exact time set for receipt of offers. Oral offers in response to oral solicitations may be withdrawn orally. If the solicitation authorizes facsimile offers, offers may be withdrawn via facsimile received at any time before the exact time set for receipt of offers, subject to the conditions specified in the solicitation concerning facsimile offers. An offer may be withdrawn in person by an offeror or its authorized representative if, before the exact time set for receipt of offers, the identity of the person requesting withdrawal is established and the person signs a receipt for the offer.

(g) Contract award (not applicable to Invitation for Bids). The Government intends to evaluate offers and award a contract without discussions with offerors. Therefore, the offeror's initial offer should contain the offeror's best terms from a price and technical standpoint. However, the Government reserves the right to conduct discussions if later determined by the Contracting Officer to be necessary. The Government may reject any or all offers if such action is in the public interest; accept other than the lowest offer; and waive informalities and minor irregularities in offers received.

(h) Multiple awards. The Government may accept any item or group of items of an offer, unless the offeror qualifies the offer by specific limitations. Unless otherwise provided in the Schedule, offers may not be submitted for quantities less than those specified. The Government reserves the right to make an award on any item for a quantity less than the quantity offered, at the unit prices offered, unless the offeror specifies otherwise in the offer.

(i) Availability of requirements documents cited in the solicitation. (1)(i) The GSA Index of Federal Specifications, Standards and Commercial Item Descriptions, FPMR Part 101-29, and copies of specifications, standards, and commercial item descriptions cited in this solicitation may be obtained for a fee by submitting a request to--GSA Federal Supply Service Specifications Section, Suite 8100, 470 East L'Enfant Plaza, SW, Washington, DC 20407, Telephone (202) 619-8925, Facsimile (202) 619-8978.

(ii) If the General Services Administration, Department of Agriculture, or Department of Veterans Affairs issued this solicitation, a single copy of specifications, standards, and commercial item descriptions cited in this solicitation may be obtained free of charge by submitting a request to the addressee in paragraph (i)(1)(i) of this provision. Additional copies will be issued for a fee.

(2) Most unclassified Defense specifications and standards may be downloaded from the following ASSIST websites:

(i) ASSIST (<http://assist.daps.dla.mil>).

(ii) Quick Search (<http://assist.daps.dla.mil/quicksearch>).

(iii) ASSISTdocs.com (<http://assistdocs.com>).

(3) Documents not available from ASSIST may be ordered from the Department of Defense Single Stock Point (DoDSSP) by--

(i) Using the ASSIST Shopping Wizard (<http://assist.daps.dla.mil/wizard>);

(ii) Phoning the DoDSSP Customer Service Desk (215) 697-2179, Mon-Fri, 0730 to 1600 EST; or

(iii) Ordering from DoDSSP, Building 4, Section D, 700 Robbins Avenue, Philadelphia, PA 19111-5094, Telephone (215) 697-2667/2179, Facsimile (215) 697-1462.

(4) Nongovernment (voluntary) standards must be obtained from the organization responsible for their preparation, publication, or maintenance.

(j) Data Universal Numbering System (DUNS) Number. (Applies to all offers exceeding \$3,000, and offers of \$3,000 or less if the solicitation requires the Contractor to be registered in the Central Contractor Registration (CCR) database. The offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation "DUNS" or "DUNS +4" followed by the DUNS or DUNS +4 number that identifies the offeror's name and address. The DUNS +4 is the DUNS number plus a 4-character suffix that may be assigned at the discretion of the offeror to establish additional CCR records for identifying alternative Electronic Funds Transfer (EFT) accounts (see FAR Subpart 32.11) for the same parent concern. If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one. An offeror within the United States may contact Dun and Bradstreet by calling 1-866-705-5711 or via the internet at <http://www.dnb.com>. An offeror located outside the United States must contact the local Dun and Bradstreet office for a DUNS number.

(k) Central Contractor Registration. Unless exempted by an addendum to this solicitation, by submission of an offer, the offeror acknowledges the requirement that a prospective awardee shall be registered in the CCR database prior to award, during performance and through final payment of any contract resulting from this solicitation. If the Offeror does not become registered in the CCR database in the time prescribed by the Contracting Officer, the Contracting Officer will proceed to award to the next otherwise successful registered Offeror. Offerors may obtain information on registration and annual confirmation requirements via the Internet at <http://www.ccr.gov> or by calling 1-888-227-2423 or 269-961-5757.

(l) Debriefing. If a post-award debriefing is given to requesting offerors, the Government shall disclose the following information, if applicable:

(1) The agency's evaluation of the significant weak or deficient factors in the debriefed offeror's offer.

(2) The overall evaluated cost or price and technical rating of the successful and the debriefed offeror and past performance information on the debriefed offeror.

(3) The overall ranking of all offerors, when any ranking was developed by the agency during source selection.

(4) A summary of the rationale for award;

(5) For acquisitions of commercial items, the make and model of the item to be delivered by the successful offeror.

(6) Reasonable responses to relevant questions posed by the debriefed offeror as to whether source-selection procedures set forth in the solicitation, applicable regulations, and other applicable authorities were followed by the agency.

(End of provision)

## 52.212-2 EVALUATION--COMMERCIAL ITEMS (JAN 1999)

(a) The Government will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the Government, price and other factors considered. The following factors shall be used to evaluate offers:

Past performance

Price

Price and past performance, when combined, are **equal**.

(b) Options. The Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. The Government may determine that an offer is unacceptable if the option prices are significantly unbalanced. Evaluation of options shall not obligate the Government to exercise the option(s).

(c) A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer, shall result in a binding contract without further action by either party. Before the offer's specified expiration time, the Government may accept an offer (or part of an offer), whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award.

(End of clause)

## 52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS--COMMERCIAL ITEMS (NOV 2007) (DEVIATION)

(a) Comptroller General Examination of Record. The Contractor agrees to comply with the provisions of this paragraph (a) if the contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records-Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to the right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times, the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(b) Notwithstanding the requirements of any other clause in this contract, the Contractor is not required to flow down any FAR clause, other than those in paragraphs (i) through (vii) of this paragraph in a subcontract for

commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause-

(i) 52.219-8, Utilization of Small Business Concerns (MAY 2004) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$500,000 (\$1,000,000 for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(ii) 52.222-26, Equal Opportunity (MAR 2007) (E.O. 11246).

(iii) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (SEP 2006) (38 U.S.C. 4212).

(iv) 52.222-36, Affirmative Action for Workers with Disabilities (Jun 1998) (29 U.S.C. 793).

(v) 52.222-39, Notification of Employee Rights Concerning Payment of Union Dues or Fees (DEC 2004) (E.O. 13201)

(vi) 52.222-41, Service Contract Act of 1965 (Nov 2007) (41 U.S.C. 351, et seq.).

(vii) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (FEB 2006) (46 U.S.C. Appx 1241(b) and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.

(c) While not required, the contractor May include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

(End of clause)

#### 52.232-18 AVAILABILITY OF FUNDS (APR 1984)

Funds are not presently available for this contract. The Government's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer for this contract and until the Contractor receives notice of such availability, to be confirmed in writing by the Contracting Officer.

(End of clause)

#### 52.232-19 AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR (APR 1984)

Funds are not presently available for performance under this contract beyond 30 Sep 2008. The Government's obligation for performance of this contract beyond that date is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise for performance under this contract beyond 30 Sep 2008, until funds are made available to the Contracting Officer for performance and until the Contractor receives notice of availability, to be confirmed in writing by the Contracting Officer.

(End of clause)

## 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

[www.ebs.swf.usace.army.mil](http://www.ebs.swf.usace.army.mil)

(End of provision)

## 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

[www.ebs.swf.usace.army.mil](http://www.ebs.swf.usace.army.mil)

(End of clause)

## 52.252-6 AUTHORIZED DEVIATIONS IN CLAUSES (APR 1984)

(a) The use in this solicitation or contract of any Federal Acquisition Regulation (48 CFR Chapter 1) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the date of the clause.

(b) The use in this solicitation or contract of any DFARS (48 CFR Chapter 2) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the name of the regulation.

(End of clause)

## 252.212-7001 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS APPLICABLE TO DEFENSE ACQUISITIONS OF COMMERCIAL ITEMS (APR 2007)

(a) The Contractor agrees to comply with the following Federal Acquisition Regulation (FAR) clause which, if checked, is included in this contract by reference to implement a provision of law applicable to acquisitions of commercial items or components.

\_\_\_ 52.203-3, Gratuities (APR 1984) (10 U.S.C. 2207).

(b) The Contractor agrees to comply with any clause that is checked on the following list of Defense FAR Supplement clauses which, if checked, is included in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items or components.



- (1) \_\_\_ 252.205-7000, Provision of Information to Cooperative Agreement Holders (DEC 1991) (10 U.S.C. 2416).
- (2) \_\_\_ 252.219-7003, Small Business Subcontracting Plan (DoD Contracts) (APR 2007) (15 U.S.C. 637).
- (3) \_\_\_ 252.219-7004, Small Business Subcontracting Plan (Test Program) (APR 2007) (15 U.S.C. 637 note).
- (4) X 252.225-7001, Buy American Act and Balance of Payments Program (JUN 2005) (41 U.S.C. 10a-10d, E.O. 10582).
- (5) \_\_\_ 252.225-7012, Preference for Certain Domestic Commodities (JAN 2007) (10 U.S.C. 2533a).
- (6) \_\_\_ 252.225-7014, Preference for Domestic Specialty Metals (JUN 2005) (10 U.S.C. 2533a).
- (7) \_\_\_ 252.225-7015, Restriction on Acquisition of Hand or Measuring Tools (JUN 2005) (10 U.S.C. 2533a).
- (8) \_\_\_ 252.225-7016, Restriction on Acquisition of Ball and Roller Bearings (MAR 2006) (Section 8065 of Public Law 107-117 and the same restriction in subsequent DoD appropriations acts).
- (9) \_\_\_ 252.225-7021, Trade Agreements (MAR 2007) (19 U.S.C. 2501-2518 and 19 U.S.C. 3301 note).
- (10) \_\_\_ 252.225-7027, Restriction on Contingent Fees for Foreign Military Sales (APR 2003) (22 U.S.C. 2779).
- (11) \_\_\_ 252.225-7028, Exclusionary Policies and Practices of Foreign Governments (APR 2003) (22 U.S.C. 2755).
- (12)(i) \_\_\_ 252.225-7036, Buy American Act--Free Trade Agreements--Balance of Payments Program (MAR 2007) (41 U.S.C. 10a-10d and 19 U.S.C. 3301 note).
- (ii) \_\_\_ Alternate I (OCT 2006) of 252.225-7036.
- (13) \_\_\_ 252.225-7038, Restriction on Acquisition of Air Circuit Breakers (JUN 2005) (10 U.S.C. 2534(a)(3)).
- (14) \_\_\_ 252.226-7001, Utilization of Indian Organizations, Indian-Owned Economic Enterprises, and Native Hawaiian Small Business Concerns (SEP 2004) (Section 8021 of Pub. L. 107-248 and similar sections in subsequent DoD appropriations acts).
- (15) \_\_\_ 252.227-7015, Technical Data--Commercial Items (NOV 1995) (10 U.S.C. 2320).
- (16) \_\_\_ 252.227-7037, Validation of Restrictive Markings on Technical Data (SEP 1999) (10 U.S.C. 2321).
- (17) X 252.232-7003, Electronic Submission of Payment Requests (MAR 2007) (10 U.S.C. 2227).
- (18) \_\_\_ 252.237-7019, Training for Contractor Personnel Interacting with Detainees (SEP 2006) (Section 1092 of Public Law 108-375).
- (19) \_\_\_ 252.243-7002, Requests for Equitable Adjustment (MAR 1998) (10 U.S.C. 2410).

(20)(i) \_\_\_\_ 252.247-7023, Transportation of Supplies by Sea (MAY 2002) (10 U.S.C. 2631).

(ii) \_\_\_\_ Alternate I (MAR 2000) of 252.247-7023.

(iii) \_\_\_\_ Alternate II (MAR 2000) of 252.247-7023.

(iv) \_\_\_\_ Alternate III (MAY 2002) of 252.247-7023.

(21) \_\_\_\_ 252.247-7024, Notification of Transportation of Supplies by Sea (MAR 2000) (10 U.S.C. 2631).

(c) In addition to the clauses listed in paragraph (e) of the Contract Terms and Conditions Required to Implement Statutes or Executive Orders--Commercial Items clause of this contract (FAR 52.212-5), the Contractor shall include the terms of the following clauses, if applicable, in subcontracts for commercial items or commercial components, awarded at any tier under this contract:

(1) 252.225-7014, Preference for Domestic Specialty Metals, Alternate I (APR 2003) (10 U.S.C. 2533a).

(2) 252.237-7019, Training for Contractor Personnel Interacting with Detainees (SEP 2006) (Section 1092 of Public Law 108-375).

(3) 252.247-7023, Transportation of Supplies by Sea (MAY 2002) (10 U.S.C. 2631).

(4) 252.247-7024, Notification of Transportation of Supplies by Sea (MAR 2000) (10 U.S.C. 2631).

(End of clause)

#### WAGE RATES

WD 05-2523 (Rev.-4) was first posted on www.wdol.gov on 08/07/2007

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REGISTER OF WAGE DETERMINATIONS UNDER		U.S. DEPARTMENT OF LABOR
THE SERVICE CONTRACT ACT		EMPLOYMENT STANDARDS ADMINISTRATION
By direction of the Secretary of Labor		WAGE AND HOUR DIVISION
		WASHINGTON D.C. 20210

William W.Gross	Division of		Wage Determination No.: 2005-2523
Director	Wage Determinations		Revision No.: 4
			Date Of Revision: 07/27/2007

State: Texas

Area: Texas Counties of Anderson, Bell, Bosque, Brazos, Coryell, Falls, Freestone, Hamilton, Hill, Leon, Limestone, McLennan, Mills, Robertson

**\*\*Fringe Benefits Required Follow the Occupational Listing\*\***

OCCUPATION CODE - TITLE	MINIMUM WAGE RATE
01000 - Administrative Support And Clerical Occupations	
01011 - Accounting Clerk I	10.88
01012 - Accounting Clerk II	11.98
01013 - Accounting Clerk III	13.48
01020 - Administrative Assistant	16.09
01040 - Court Reporter	13.22
01051 - Data Entry Operator I	9.51
01052 - Data Entry Operator II	12.35
01060 - Dispatcher, Motor Vehicle	12.08

01070 - Document Preparation Clerk	10.24
01090 - Duplicating Machine Operator	10.24
01111 - General Clerk I	10.19
01112 - General Clerk II	12.55
01113 - General Clerk III	14.06
01120 - Housing Referral Assistant	14.09
01141 - Messenger Courier	9.30
01191 - Order Clerk I	12.32
01192 - Order Clerk II	13.45
01261 - Personnel Assistant (Employment) I	12.91
01262 - Personnel Assistant (Employment) II	14.53
01263 - Personnel Assistant (Employment) III	17.03
01270 - Production Control Clerk	15.24
01280 - Receptionist	9.54
01290 - Rental Clerk	10.40
01300 - Scheduler, Maintenance	11.08
01311 - Secretary I	11.08
01312 - Secretary II	13.01
01313 - Secretary III	14.09
01320 - Service Order Dispatcher	10.40
01410 - Supply Technician	16.09
01420 - Survey Worker	13.01
01531 - Travel Clerk I	11.59
01532 - Travel Clerk II	12.65
01533 - Travel Clerk III	13.72
01611 - Word Processor I	10.80
01612 - Word Processor II	12.20
01613 - Word Processor III	14.17
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	16.07
05010 - Automotive Electrician	14.17
05040 - Automotive Glass Installer	13.40
05070 - Automotive Worker	13.40
05110 - Mobile Equipment Servicer	11.73
05130 - Motor Equipment Metal Mechanic	14.95
05160 - Motor Equipment Metal Worker	13.40
05190 - Motor Vehicle Mechanic	14.95
05220 - Motor Vehicle Mechanic Helper	10.90
05250 - Motor Vehicle Upholstery Worker	12.56
05280 - Motor Vehicle Wrecker	13.40
05310 - Painter, Automotive	14.17
05340 - Radiator Repair Specialist	13.40
05370 - Tire Repairer	11.33
05400 - Transmission Repair Specialist	14.95
07000 - Food Preparation And Service Occupations	
07010 - Baker	9.94
07041 - Cook I	8.70
07042 - Cook II	9.89
07070 - Dishwasher	6.75
07130 - Food Service Worker	7.47
07210 - Meat Cutter	12.02
07260 - Waiter/Waitress	6.84
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	14.17
09040 - Furniture Handler	9.23
09080 - Furniture Refinisher	14.17
09090 - Furniture Refinisher Helper	10.90
09110 - Furniture Repairer, Minor	12.56
09130 - Upholsterer	14.17
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	8.23
11060 - Elevator Operator	8.23
11090 - Gardener	10.26
11122 - Housekeeping Aide	8.41
11150 - Janitor	8.11
11210 - Laborer, Grounds Maintenance	9.30
11240 - Maid or Houseman	7.45
11260 - Pruner	8.32
11270 - Tractor Operator	9.55
11330 - Trail Maintenance Worker	9.30
11360 - Window Cleaner	8.90
12000 - Health Occupations	
12010 - Ambulance Driver	13.47

12011 - Breath Alcohol Technician	14.92
12012 - Certified Occupational Therapist Assistant	20.58
12015 - Certified Physical Therapist Assistant	20.58
12020 - Dental Assistant	14.23
12025 - Dental Hygienist	32.41
12030 - EKG Technician	22.34
12035 - Electroneurodiagnostic Technologist	22.34
12040 - Emergency Medical Technician	13.47
12071 - Licensed Practical Nurse I	13.10
12072 - Licensed Practical Nurse II	14.71
12073 - Licensed Practical Nurse III	16.45
12100 - Medical Assistant	10.75
12130 - Medical Laboratory Technician	12.36
12160 - Medical Record Clerk	10.37
12190 - Medical Record Technician	13.54
12195 - Medical Transcriptionist	13.31
12210 - Nuclear Medicine Technologist	32.19
12221 - Nursing Assistant I	9.09
12222 - Nursing Assistant II	10.21
12223 - Nursing Assistant III	11.14
12224 - Nursing Assistant IV	12.49
12235 - Optical Dispenser	10.43
12236 - Optical Technician	13.18
12250 - Pharmacy Technician	13.85
12280 - Phlebotomist	12.49
12305 - Radiologic Technologist	20.41
12311 - Registered Nurse I	20.02
12312 - Registered Nurse II	24.49
12313 - Registered Nurse II, Specialist	24.49
12314 - Registered Nurse III	29.64
12315 - Registered Nurse III, Anesthetist	29.64
12316 - Registered Nurse IV	35.52
12317 - Scheduler (Drug and Alcohol Testing)	18.26
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	15.18
13012 - Exhibits Specialist II	19.17
13013 - Exhibits Specialist III	22.87
13041 - Illustrator I	14.76
13042 - Illustrator II	18.63
13043 - Illustrator III	22.22
13047 - Librarian	19.99
13050 - Library Aide/Clerk	10.15
13054 - Library Information Technology Systems Administrator	18.05
13058 - Library Technician	14.41
13061 - Media Specialist I	13.02
13062 - Media Specialist II	14.57
13063 - Media Specialist III	16.24
13071 - Photographer I	11.44
13072 - Photographer II	13.91
13073 - Photographer III	17.56
13074 - Photographer IV	20.20
13075 - Photographer V	24.53
13110 - Video Teleconference Technician	14.17
14000 - Information Technology Occupations	
14041 - Computer Operator I	13.29
14042 - Computer Operator II	16.86
14043 - Computer Operator III	19.88
14044 - Computer Operator IV	22.02
14045 - Computer Operator V	24.38
14071 - Computer Programmer I (1)	17.57
14072 - Computer Programmer II (1)	21.11
14073 - Computer Programmer III (1)	26.20
14074 - Computer Programmer IV (1)	27.62
14101 - Computer Systems Analyst I (1)	23.54
14102 - Computer Systems Analyst II (1)	27.62
14103 - Computer Systems Analyst III (1)	27.62
14150 - Peripheral Equipment Operator	13.29
14160 - Personal Computer Support Technician	19.64
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	23.54
15020 - Aircrew Training Devices Instructor (Rated)	26.76
15030 - Air Crew Training Devices Instructor (Pilot)	29.44
15050 - Computer Based Training Specialist / Instructor	23.54

15060 - Educational Technologist	23.17
15070 - Flight Instructor (Pilot)	29.44
15080 - Graphic Artist	17.62
15090 - Technical Instructor	17.20
15095 - Technical Instructor/Course Developer	22.85
15110 - Test Proctor	14.31
15120 - Tutor	14.31
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	7.51
16030 - Counter Attendant	7.51
16040 - Dry Cleaner	10.04
16070 - Finisher, Flatwork, Machine	7.51
16090 - Presser, Hand	7.51
16110 - Presser, Machine, Drycleaning	7.51
16130 - Presser, Machine, Shirts	7.51
16160 - Presser, Machine, Wearing Apparel, Laundry	7.51
16190 - Sewing Machine Operator	10.52
16220 - Tailor	11.17
16250 - Washer, Machine	8.41
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	14.69
19040 - Tool And Die Maker	16.80
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	11.99
21030 - Material Coordinator	15.24
21040 - Material Expediter	15.24
21050 - Material Handling Laborer	9.08
21071 - Order Filler	9.85
21080 - Production Line Worker (Food Processing)	11.99
21110 - Shipping Packer	11.49
21130 - Shipping/Receiving Clerk	11.49
21140 - Store Worker I	8.89
21150 - Stock Clerk	12.12
21210 - Tools And Parts Attendant	11.99
21410 - Warehouse Specialist	11.99
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	20.27
23021 - Aircraft Mechanic I	19.10
23022 - Aircraft Mechanic II	20.27
23023 - Aircraft Mechanic III	21.05
23040 - Aircraft Mechanic Helper	12.77
23050 - Aircraft, Painter	17.15
23060 - Aircraft Servicer	14.73
23080 - Aircraft Worker	15.71
23110 - Appliance Mechanic	14.50
23120 - Bicycle Repairer	11.51
23125 - Cable Splicer	17.53
23130 - Carpenter, Maintenance	14.99
23140 - Carpet Layer	13.40
23160 - Electrician, Maintenance	16.35
23181 - Electronics Technician Maintenance I	17.83
23182 - Electronics Technician Maintenance II	19.05
23183 - Electronics Technician Maintenance III	20.66
23260 - Fabric Worker	12.61
23290 - Fire Alarm System Mechanic	15.44
23310 - Fire Extinguisher Repairer	11.73
23311 - Fuel Distribution System Mechanic	15.44
23312 - Fuel Distribution System Operator	14.11
23370 - General Maintenance Worker	14.48
23380 - Ground Support Equipment Mechanic	19.10
23381 - Ground Support Equipment Servicer	14.73
23382 - Ground Support Equipment Worker	15.71
23391 - Gunsmith I	11.51
23392 - Gunsmith II	13.38
23393 - Gunsmith III	15.23
23410 - Heating, Ventilation And Air-Conditioning Mechanic	15.51
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	16.46
23430 - Heavy Equipment Mechanic	14.95
23440 - Heavy Equipment Operator	14.95
23460 - Instrument Mechanic	17.19
23465 - Laboratory/Shelter Mechanic	14.30
23470 - Laborer	9.08

23510	- Locksmith	14.50
23530	- Machinery Maintenance Mechanic	15.03
23550	- Machinist, Maintenance	15.03
23580	- Maintenance Trades Helper	11.99
23591	- Metrology Technician I	17.19
23592	- Metrology Technician II	18.24
23593	- Metrology Technician III	19.26
23640	- Millwright	16.45
23710	- Office Appliance Repairer	14.50
23760	- Painter, Maintenance	14.17
23790	- Pipefitter, Maintenance	17.87
23810	- Plumber, Maintenance	16.39
23820	- Pneudraulic Systems Mechanic	15.44
23850	- Rigger	15.44
23870	- Scale Mechanic	13.56
23890	- Sheet-Metal Worker, Maintenance	14.95
23910	- Small Engine Mechanic	14.92
23931	- Telecommunications Mechanic I	21.77
23932	- Telecommunications Mechanic II	26.27
23950	- Telephone Lineman	20.93
23960	- Welder, Combination, Maintenance	14.95
23965	- Well Driller	15.44
23970	- Woodcraft Worker	15.44
23980	- Woodworker	11.88
24000	- Personal Needs Occupations	
24570	- Child Care Attendant	8.63
24580	- Child Care Center Clerk	10.76
24610	- Chore Aide	7.12
24620	- Family Readiness And Support Services Coordinator	9.78
24630	- Homemaker	11.97
25000	- Plant And System Operations Occupations	
25010	- Boiler Tender	16.47
25040	- Sewage Plant Operator	14.17
25070	- Stationary Engineer	17.19
25190	- Ventilation Equipment Tender	11.69
25210	- Water Treatment Plant Operator	14.17
27000	- Protective Service Occupations	
27004	- Alarm Monitor	10.56
27007	- Baggage Inspector	9.94
27008	- Corrections Officer	13.88
27010	- Court Security Officer	13.88
27030	- Detection Dog Handler	13.05
27040	- Detention Officer	13.88
27070	- Firefighter	14.14
27101	- Guard I	9.94
27102	- Guard II	13.05
27131	- Police Officer I	14.75
27132	- Police Officer II	15.48
28000	- Recreation Occupations	
28041	- Carnival Equipment Operator	12.62
28042	- Carnival Equipment Repairer	13.61
28043	- Carnival Equipment Worker	8.46
28210	- Gate Attendant/Gate Tender	12.36
28310	- Lifeguard	11.01
28350	- Park Attendant (Aide)	13.83
28510	- Recreation Aide/Health Facility Attendant	10.09
28515	- Recreation Specialist	12.01
28630	- Sports Official	11.01
28690	- Swimming Pool Operator	13.17
29000	- Stevedoring/Longshoremen Occupational Services	
29010	- Blocker And Bracer	15.59
29020	- Hatch Tender	13.56
29030	- Line Handler	13.56
29041	- Stevedore I	13.38
29042	- Stevedore II	15.23
30000	- Technical Occupations	
30010	- Air Traffic Control Specialist, Center (HFO) (2)	32.97
30011	- Air Traffic Control Specialist, Station (HFO) (2)	22.73
30012	- Air Traffic Control Specialist, Terminal (HFO) (2)	25.03
30021	- Archeological Technician I	13.45
30022	- Archeological Technician II	14.69
30023	- Archeological Technician III	18.63
30030	- Cartographic Technician	23.36

30040 - Civil Engineering Technician	21.12
30061 - Drafter/CAD Operator I	13.95
30062 - Drafter/CAD Operator II	19.07
30063 - Drafter/CAD Operator III	20.51
30064 - Drafter/CAD Operator IV	22.55
30081 - Engineering Technician I	13.63
30082 - Engineering Technician II	16.43
30083 - Engineering Technician III	18.40
30084 - Engineering Technician IV	26.25
30085 - Engineering Technician V	30.72
30086 - Engineering Technician VI	32.32
30090 - Environmental Technician	21.16
30210 - Laboratory Technician	17.88
30240 - Mathematical Technician	23.28
30361 - Paralegal/Legal Assistant I	14.36
30362 - Paralegal/Legal Assistant II	16.15
30363 - Paralegal/Legal Assistant III	19.86
30364 - Paralegal/Legal Assistant IV	24.04
30390 - Photo-Optics Technician	21.99
30461 - Technical Writer I	20.02
30462 - Technical Writer II	24.49
30463 - Technical Writer III	29.63
30491 - Unexploded Ordnance (UXO) Technician I	20.95
30492 - Unexploded Ordnance (UXO) Technician II	25.35
30493 - Unexploded Ordnance (UXO) Technician III	30.39
30494 - Unexploded (UXO) Safety Escort	20.95
30495 - Unexploded (UXO) Sweep Personnel	20.95
30620 - Weather Observer, Combined Upper Air Or Surface Programs (2)	17.39
30621 - Weather Observer, Senior (2)	19.33
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	8.98
31030 - Bus Driver	15.19
31043 - Driver Courier	11.85
31260 - Parking and Lot Attendant	8.09
31290 - Shuttle Bus Driver	11.93
31310 - Taxi Driver	9.88
31361 - Truckdriver, Light	11.93
31362 - Truckdriver, Medium	15.58
31363 - Truckdriver, Heavy	16.34
31364 - Truckdriver, Tractor-Trailer	16.34
99000 - Miscellaneous Occupations	
99030 - Cashier	7.59
99050 - Desk Clerk	8.63
99095 - Embalmer	20.58
99251 - Laboratory Animal Caretaker I	8.60
99252 - Laboratory Animal Caretaker II	8.72
99310 - Mortician	20.58
99410 - Pest Controller	13.61
99510 - Photofinishing Worker	11.01
99710 - Recycling Laborer	9.94
99711 - Recycling Specialist	12.06
99730 - Refuse Collector	9.79
99810 - Sales Clerk	9.66
99820 - School Crossing Guard	9.79
99830 - Survey Party Chief	15.28
99831 - Surveying Aide	9.53
99832 - Surveying Technician	13.06
99840 - Vending Machine Attendant	11.24
99841 - Vending Machine Repairer	13.76
99842 - Vending Machine Repairer Helper	11.24

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ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.16 per hour or \$126.40 per week or \$547.73 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 10 years, and 4 after 20 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

- 1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)
- 2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

#### \*\* UNIFORM ALLOWANCE \*\*

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

\*\* NOTES APPLYING TO THIS WAGE DETERMINATION \*\*



Under the policy and guidance contained in All Agency Memorandum No. 159, the Wage and Hour Division does not recognize, for section 4(c) purposes, prospective wage rates and fringe benefit provisions that are effective only upon such contingencies as "approval of Wage and Hour, issuance of a wage determination, incorporation of the wage determination in the contract, adjusting the contract price, etc." (The relevant CBA section) in the collective bargaining agreement between (the parties) contains contingency language that Wage and Hour does not recognize as reflecting "arm's length negotiation" under section 4(c) of the Act and 29 C.F.R. 5.11(a) of the regulations. This wage determination therefore reflects the actual CBA wage rates and fringe benefits paid under the predecessor contract.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A link to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

#### Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C) (vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation) and computes a proposed rate).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title), a Federal grade equivalency (FGE) for each proposed classification), job description), and rationale for proposed wage rate), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the

wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

WD 05-2509 (Rev.-4) was first posted on www.wdol.gov on 08/28/2007

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REGISTER OF WAGE DETERMINATIONS UNDER		U.S. DEPARTMENT OF LABOR
THE SERVICE CONTRACT ACT		EMPLOYMENT STANDARDS ADMINISTRATION
By direction of the Secretary of Labor		WAGE AND HOUR DIVISION
		WASHINGTON D.C. 20210

William W.Gross	Division of	Wage Determination No.: 2005-2509
Director	Wage Determinations	Revision No.: 4
		Date Of Revision: 08/21/2007

State: Texas

Area: Texas Counties of Collin, Cooke, Dallas, Delta, Denton, Ellis, Fannin, Grayson, Henderson, Hopkins, Hunt, Kaufman, Lamar, Navarro, Rains, Rockwall, Smith, Van Zandt, Wood

\*\*Fringe Benefits Required Follow the Occupational Listing\*\*

OCCUPATION CODE - TITLE	MINIMUM WAGE RATE
01000 - Administrative Support And Clerical Occupations	
01011 - Accounting Clerk I	13.74
01012 - Accounting Clerk II	15.43
01013 - Accounting Clerk III	17.26
01020 - Administrative Assistant	22.51
01040 - Court Reporter	16.60
01051 - Data Entry Operator I	12.21
01052 - Data Entry Operator II	13.32
01060 - Dispatcher, Motor Vehicle	19.42
01070 - Document Preparation Clerk	11.98
01090 - Duplicating Machine Operator	11.98
01111 - General Clerk I	10.29
01112 - General Clerk II	12.10
01113 - General Clerk III	14.03
01120 - Housing Referral Assistant	19.91
01141 - Messenger Courier	9.80
01191 - Order Clerk I	12.59
01192 - Order Clerk II	14.68
01261 - Personnel Assistant (Employment) I	14.96
01262 - Personnel Assistant (Employment) II	16.74
01263 - Personnel Assistant (Employment) III	19.53
01270 - Production Control Clerk	20.00
01280 - Receptionist	13.36
01290 - Rental Clerk	14.46
01300 - Scheduler, Maintenance	15.85
01311 - Secretary I	15.85
01312 - Secretary II	17.12
01313 - Secretary III	19.91
01320 - Service Order Dispatcher	15.88
01410 - Supply Technician	22.51
01420 - Survey Worker	16.60
01531 - Travel Clerk I	12.09
01532 - Travel Clerk II	12.99
01533 - Travel Clerk III	13.94
01611 - Word Processor I	12.80
01612 - Word Processor II	14.46
01613 - Word Processor III	16.60
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	20.00
05010 - Automotive Electrician	21.33
05040 - Automotive Glass Installer	19.38
05070 - Automotive Worker	20.39
05110 - Mobile Equipment Servicer	17.15

05130 - Motor Equipment Metal Mechanic	20.52
05160 - Motor Equipment Metal Worker	19.38
05190 - Motor Vehicle Mechanic	21.27
05220 - Motor Vehicle Mechanic Helper	15.99
05250 - Motor Vehicle Upholstery Worker	18.35
05280 - Motor Vehicle Wrecker	19.38
05310 - Painter, Automotive	22.43
05340 - Radiator Repair Specialist	19.38
05370 - Tire Repairer	12.44
05400 - Transmission Repair Specialist	20.52
07000 - Food Preparation And Service Occupations	
07010 - Baker	11.26
07041 - Cook I	9.05
07042 - Cook II	10.24
07070 - Dishwasher	8.38
07130 - Food Service Worker	8.98
07210 - Meat Cutter	13.11
07260 - Waiter/Waitress	7.53
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	15.32
09040 - Furniture Handler	10.24
09080 - Furniture Refinisher	15.32
09090 - Furniture Refinisher Helper	12.02
09110 - Furniture Repairer, Minor	13.78
09130 - Upholsterer	16.35
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	9.83
11060 - Elevator Operator	8.60
11090 - Gardener	11.76
11122 - Housekeeping Aide	8.60
11150 - Janitor	9.70
11210 - Laborer, Grounds Maintenance	10.05
11240 - Maid or Houseman	8.04
11260 - Pruner	10.67
11270 - Tractor Operator	11.43
11330 - Trail Maintenance Worker	10.05
11360 - Window Cleaner	11.12
12000 - Health Occupations	
12010 - Ambulance Driver	14.15
12011 - Breath Alcohol Technician	18.77
12012 - Certified Occupational Therapist Assistant	23.65
12015 - Certified Physical Therapist Assistant	22.03
12020 - Dental Assistant	18.00
12025 - Dental Hygienist	32.85
12030 - EKG Technician	26.26
12035 - Electroneurodiagnostic Technologist	26.26
12040 - Emergency Medical Technician	14.15
12071 - Licensed Practical Nurse I	16.62
12072 - Licensed Practical Nurse II	18.60
12073 - Licensed Practical Nurse III	20.73
12100 - Medical Assistant	13.97
12130 - Medical Laboratory Technician	17.47
12160 - Medical Record Clerk	14.05
12190 - Medical Record Technician	14.00
12195 - Medical Transcriptionist	14.05
12210 - Nuclear Medicine Technologist	30.47
12221 - Nursing Assistant I	8.82
12222 - Nursing Assistant II	10.41
12223 - Nursing Assistant III	10.92
12224 - Nursing Assistant IV	12.29
12235 - Optical Dispenser	14.48
12236 - Optical Technician	11.39
12250 - Pharmacy Technician	13.14
12280 - Phlebotomist	13.27
12305 - Radiologic Technologist	23.44
12311 - Registered Nurse I	24.31
12312 - Registered Nurse II	29.73
12313 - Registered Nurse II, Specialist	29.73
12314 - Registered Nurse III	35.97
12315 - Registered Nurse III, Anesthetist	35.97
12316 - Registered Nurse IV	43.12
12317 - Scheduler (Drug and Alcohol Testing)	24.20
13000 - Information And Arts Occupations	

13011 - Exhibits Specialist I	17.54
13012 - Exhibits Specialist II	21.92
13013 - Exhibits Specialist III	26.79
13041 - Illustrator I	20.98
13042 - Illustrator II	25.98
13043 - Illustrator III	29.14
13047 - Librarian	31.56
13050 - Library Aide/Clerk	12.64
13054 - Library Information Technology Systems Administrator	23.14
13058 - Library Technician	13.46
13061 - Media Specialist I	15.83
13062 - Media Specialist II	17.71
13063 - Media Specialist III	19.73
13071 - Photographer I	14.38
13072 - Photographer II	16.93
13073 - Photographer III	21.16
13074 - Photographer IV	24.89
13075 - Photographer V	28.62
13110 - Video Teleconference Technician	16.28
14000 - Information Technology Occupations	
14041 - Computer Operator I	15.59
14042 - Computer Operator II	17.44
14043 - Computer Operator III	20.78
14044 - Computer Operator IV	24.67
14045 - Computer Operator V	27.31
14071 - Computer Programmer I (1)	23.88
14072 - Computer Programmer II (1)	27.62
14073 - Computer Programmer III (1)	27.62
14074 - Computer Programmer IV (1)	27.62
14101 - Computer Systems Analyst I (1)	27.62
14102 - Computer Systems Analyst II (1)	27.62
14103 - Computer Systems Analyst III (1)	27.62
14150 - Peripheral Equipment Operator	15.41
14160 - Personal Computer Support Technician	24.67
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	27.62
15020 - Aircrew Training Devices Instructor (Rated)	31.48
15030 - Air Crew Training Devices Instructor (Pilot)	34.63
15050 - Computer Based Training Specialist / Instructor	29.32
15060 - Educational Technologist	28.68
15070 - Flight Instructor (Pilot)	34.63
15080 - Graphic Artist	21.95
15090 - Technical Instructor	22.61
15095 - Technical Instructor/Course Developer	26.97
15110 - Test Proctor	18.16
15120 - Tutor	18.16
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	8.64
16030 - Counter Attendant	8.64
16040 - Dry Cleaner	10.99
16070 - Finisher, Flatwork, Machine	8.64
16090 - Presser, Hand	8.64
16110 - Presser, Machine, Drycleaning	8.64
16130 - Presser, Machine, Shirts	8.64
16160 - Presser, Machine, Wearing Apparel, Laundry	8.64
16190 - Sewing Machine Operator	11.58
16220 - Tailor	12.35
16250 - Washer, Machine	9.44
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	16.60
19040 - Tool And Die Maker	19.07
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	15.02
21030 - Material Coordinator	18.98
21040 - Material Expediter	18.98
21050 - Material Handling Laborer	12.80
21071 - Order Filler	11.84
21080 - Production Line Worker (Food Processing)	15.02
21110 - Shipping Packer	12.67
21130 - Shipping/Receiving Clerk	12.67
21140 - Store Worker I	9.98
21150 - Stock Clerk	14.47
21210 - Tools And Parts Attendant	14.96

21410 - Warehouse Specialist	15.02
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	27.96
23021 - Aircraft Mechanic I	26.69
23022 - Aircraft Mechanic II	27.96
23023 - Aircraft Mechanic III	29.26
23040 - Aircraft Mechanic Helper	18.10
23050 - Aircraft, Painter	23.80
23060 - Aircraft Servicer	20.76
23080 - Aircraft Worker	21.94
23110 - Appliance Mechanic	17.18
23120 - Bicycle Repairer	12.44
23125 - Cable Splicer	19.60
23130 - Carpenter, Maintenance	15.68
23140 - Carpet Layer	16.43
23160 - Electrician, Maintenance	20.94
23181 - Electronics Technician Maintenance I	20.30
23182 - Electronics Technician Maintenance II	25.68
23183 - Electronics Technician Maintenance III	29.34
23260 - Fabric Worker	16.68
23290 - Fire Alarm System Mechanic	17.31
23310 - Fire Extinguisher Repairer	13.74
23311 - Fuel Distribution System Mechanic	19.17
23312 - Fuel Distribution System Operator	16.29
23370 - General Maintenance Worker	16.09
23380 - Ground Support Equipment Mechanic	26.69
23381 - Ground Support Equipment Servicer	20.76
23382 - Ground Support Equipment Worker	21.94
23391 - Gunsmith I	13.74
23392 - Gunsmith II	15.78
23393 - Gunsmith III	17.51
23410 - Heating, Ventilation And Air-Conditioning Mechanic	18.85
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	
19.75	
23430 - Heavy Equipment Mechanic	17.22
23440 - Heavy Equipment Operator	16.14
23460 - Instrument Mechanic	19.91
23465 - Laboratory/Shelter Mechanic	16.60
23470 - Laborer	10.80
23510 - Locksmith	17.26
23530 - Machinery Maintenance Mechanic	19.81
23550 - Machinist, Maintenance	15.93
23580 - Maintenance Trades Helper	12.02
23591 - Metrology Technician I	19.91
23592 - Metrology Technician II	20.54
23593 - Metrology Technician III	21.83
23640 - Millwright	20.25
23710 - Office Appliance Repairer	17.15
23760 - Painter, Maintenance	15.32
23790 - Pipefitter, Maintenance	20.42
23810 - Plumber, Maintenance	19.53
23820 - Pneudraulic Systems Mechanic	17.51
23850 - Rigger	18.59
23870 - Scale Mechanic	15.78
23890 - Sheet-Metal Worker, Maintenance	16.62
23910 - Small Engine Mechanic	14.69
23931 - Telecommunications Mechanic I	23.56
23932 - Telecommunications Mechanic II	24.66
23950 - Telephone Lineman	21.34
23960 - Welder, Combination, Maintenance	16.14
23965 - Well Driller	16.15
23970 - Woodcraft Worker	16.14
23980 - Woodworker	12.88
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	10.73
24580 - Child Care Center Clerk	13.39
24610 - Chore Aide	7.22
24620 - Family Readiness And Support Services Coordinator	10.30
24630 - Homemaker	17.11
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	22.92
25040 - Sewage Plant Operator	16.85
25070 - Stationary Engineer	22.92

25190 - Ventilation Equipment Tender	14.13
25210 - Water Treatment Plant Operator	16.61
27000 - Protective Service Occupations	
27004 - Alarm Monitor	16.09
27007 - Baggage Inspector	12.79
27008 - Corrections Officer	16.52
27010 - Court Security Officer	19.65
27030 - Detection Dog Handler	16.68
27040 - Detention Officer	17.43
27070 - Firefighter	20.40
27101 - Guard I	11.63
27102 - Guard II	16.68
27131 - Police Officer I	25.26
27132 - Police Officer II	28.07
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	10.84
28042 - Carnival Equipment Repairer	11.15
28043 - Carnival Equipment Worker	8.37
28210 - Gate Attendant/Gate Tender	12.56
28310 - Lifeguard	11.19
28350 - Park Attendant (Aide)	14.41
28510 - Recreation Aide/Health Facility Attendant	10.25
28515 - Recreation Specialist	13.52
28630 - Sports Official	11.47
28690 - Swimming Pool Operator	19.99
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	15.81
29020 - Hatch Tender	15.81
29030 - Line Handler	15.81
29041 - Stevedore I	14.49
29042 - Stevedore II	16.12
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (2)	34.35
30011 - Air Traffic Control Specialist, Station (HFO) (2)	23.69
30012 - Air Traffic Control Specialist, Terminal (HFO) (2)	26.08
30021 - Archeological Technician I	16.85
30022 - Archeological Technician II	19.45
30023 - Archeological Technician III	23.51
30030 - Cartographic Technician	24.10
30040 - Civil Engineering Technician	21.37
30061 - Drafter/CAD Operator I	17.39
30062 - Drafter/CAD Operator II	19.45
30063 - Drafter/CAD Operator III	21.68
30064 - Drafter/CAD Operator IV	26.67
30081 - Engineering Technician I	14.51
30082 - Engineering Technician II	16.28
30083 - Engineering Technician III	18.21
30084 - Engineering Technician IV	22.56
30085 - Engineering Technician V	27.60
30086 - Engineering Technician VI	33.40
30090 - Environmental Technician	23.25
30210 - Laboratory Technician	22.28
30240 - Mathematical Technician	24.10
30361 - Paralegal/Legal Assistant I	17.84
30362 - Paralegal/Legal Assistant II	22.10
30363 - Paralegal/Legal Assistant III	27.03
30364 - Paralegal/Legal Assistant IV	32.70
30390 - Photo-Optics Technician	24.10
30461 - Technical Writer I	20.45
30462 - Technical Writer II	25.02
30463 - Technical Writer III	30.28
30491 - Unexploded Ordnance (UXO) Technician I	21.83
30492 - Unexploded Ordnance (UXO) Technician II	26.41
30493 - Unexploded Ordnance (UXO) Technician III	31.66
30494 - Unexploded (UXO) Safety Escort	21.83
30495 - Unexploded (UXO) Sweep Personnel	21.83
30620 - Weather Observer, Combined Upper Air Or Surface Programs (2)	21.68
30621 - Weather Observer, Senior (2)	21.90
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	10.18
31030 - Bus Driver	14.88
31043 - Driver Courier	14.28
31260 - Parking and Lot Attendant	8.63

31290 - Shuttle Bus Driver	15.05
31310 - Taxi Driver	9.76
31361 - Truckdriver, Light	15.05
31362 - Truckdriver, Medium	18.84
31363 - Truckdriver, Heavy	19.05
31364 - Truckdriver, Tractor-Trailer	19.05
99000 - Miscellaneous Occupations	
99030 - Cashier	8.76
99050 - Desk Clerk	9.75
99095 - Embalmer	18.54
99251 - Laboratory Animal Caretaker I	10.06
99252 - Laboratory Animal Caretaker II	11.00
99310 - Mortician	22.06
99410 - Pest Controller	16.32
99510 - Photofinishing Worker	11.19
99710 - Recycling Laborer	15.05
99711 - Recycling Specialist	17.83
99730 - Refuse Collector	13.31
99810 - Sales Clerk	12.41
99820 - School Crossing Guard	9.30
99830 - Survey Party Chief	20.36
99831 - Surveying Aide	12.20
99832 - Surveying Technician	15.63
99840 - Vending Machine Attendant	11.64
99841 - Vending Machine Repairer	14.07
99842 - Vending Machine Repairer Helper	11.61

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ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.16 per hour or \$126.40 per week or \$547.73 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

- 1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)
- 2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**\*\* UNIFORM ALLOWANCE \*\***

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A link to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

**Conformance Process:**

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C) (vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation) and computes a proposed rate).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title), a Federal grade equivalency (FGE) for each proposed classification), job description), and rationale for proposed wage rate), including information regarding the agreement or disagreement of the



OCCUPATION CODE - TITLE	MINIMUM WAGE RATE
01000 - Administrative Support And Clerical Occupations	
01011 - Accounting Clerk I	11.29
01012 - Accounting Clerk II	12.68
01013 - Accounting Clerk III	14.19
01020 - Administrative Assistant	20.52
01040 - Court Reporter	16.93
01051 - Data Entry Operator I	9.76
01052 - Data Entry Operator II	11.88

01060 - Dispatcher, Motor Vehicle	14.29
01070 - Document Preparation Clerk	11.95
01090 - Duplicating Machine Operator	11.95
01111 - General Clerk I	10.68
01112 - General Clerk II	16.25
01113 - General Clerk III	16.70
01120 - Housing Referral Assistant	18.47
01141 - Messenger Courier	8.90
01191 - Order Clerk I	10.70
01192 - Order Clerk II	12.62
01261 - Personnel Assistant (Employment) I	12.94
01262 - Personnel Assistant (Employment) II	17.32
01263 - Personnel Assistant (Employment) III	18.25
01270 - Production Control Clerk	17.75
01280 - Receptionist	10.78
01290 - Rental Clerk	12.90
01300 - Scheduler, Maintenance	14.14
01311 - Secretary I	14.14
01312 - Secretary II	17.77
01313 - Secretary III	18.47
01320 - Service Order Dispatcher	12.95
01410 - Supply Technician	19.68
01420 - Survey Worker	14.24
01531 - Travel Clerk I	10.16
01532 - Travel Clerk II	10.95
01533 - Travel Clerk III	11.77
01611 - Word Processor I	11.32
01612 - Word Processor II	13.66
01613 - Word Processor III	15.29
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	18.79
05010 - Automotive Electrician	18.94
05040 - Automotive Glass Installer	17.73
05070 - Automotive Worker	17.73
05110 - Mobile Equipment Servicer	15.35
05130 - Motor Equipment Metal Mechanic	20.11
05160 - Motor Equipment Metal Worker	17.73
05190 - Motor Vehicle Mechanic	20.38
05220 - Motor Vehicle Mechanic Helper	14.18
05250 - Motor Vehicle Upholstery Worker	16.56
05280 - Motor Vehicle Wrecker	17.73
05310 - Painter, Automotive	18.94
05340 - Radiator Repair Specialist	17.73
05370 - Tire Repairer	12.90
05400 - Transmission Repair Specialist	20.11
07000 - Food Preparation And Service Occupations	
07010 - Baker	9.98
07041 - Cook I	8.17
07042 - Cook II	9.37
07070 - Dishwasher	6.62
07130 - Food Service Worker	7.45
07210 - Meat Cutter	12.96
07260 - Waiter/Waitress	7.03
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	17.29
09040 - Furniture Handler	10.77
09080 - Furniture Refinisher	17.29
09090 - Furniture Refinisher Helper	12.95
09110 - Furniture Repairer, Minor	15.12
09130 - Upholsterer	16.47
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	7.67
11060 - Elevator Operator	7.57
11090 - Gardener	9.25
11122 - Housekeeping Aide	7.57
11150 - Janitor	9.03
11210 - Laborer, Grounds Maintenance	8.85
11240 - Maid or Houseman	6.99
11260 - Pruner	7.91
11270 - Tractor Operator	9.64
11330 - Trail Maintenance Worker	8.85
11360 - Window Cleaner	9.94
12000 - Health Occupations	

12010 - Ambulance Driver	12.97
12011 - Breath Alcohol Technician	16.47
12012 - Certified Occupational Therapist Assistant	18.88
12015 - Certified Physical Therapist Assistant	19.33
12020 - Dental Assistant	12.02
12025 - Dental Hygienist	24.89
12030 - EKG Technician	22.39
12035 - Electroneurodiagnostic Technologist	22.39
12040 - Emergency Medical Technician	12.97
12071 - Licensed Practical Nurse I	12.81
12072 - Licensed Practical Nurse II	14.33
12073 - Licensed Practical Nurse III	16.47
12100 - Medical Assistant	9.99
12130 - Medical Laboratory Technician	13.03
12160 - Medical Record Clerk	12.36
12190 - Medical Record Technician	14.89
12195 - Medical Transcriptionist	12.92
12210 - Nuclear Medicine Technologist	29.64
12221 - Nursing Assistant I	8.72
12222 - Nursing Assistant II	9.79
12223 - Nursing Assistant III	10.69
12224 - Nursing Assistant IV	12.00
12235 - Optical Dispenser	12.33
12236 - Optical Technician	10.55
12250 - Pharmacy Technician	13.41
12280 - Phlebotomist	12.00
12305 - Radiologic Technologist	19.93
12311 - Registered Nurse I	21.99
12312 - Registered Nurse II	26.92
12313 - Registered Nurse II, Specialist	26.92
12314 - Registered Nurse III	32.57
12315 - Registered Nurse III, Anesthetist	32.57
12316 - Registered Nurse IV	39.01
12317 - Scheduler (Drug and Alcohol Testing)	18.31
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	14.69
13012 - Exhibits Specialist II	18.20
13013 - Exhibits Specialist III	22.26
13041 - Illustrator I	15.22
13042 - Illustrator II	18.86
13043 - Illustrator III	23.07
13047 - Librarian	20.88
13050 - Library Aide/Clerk	9.35
13054 - Library Information Technology Systems Administrator	18.55
13058 - Library Technician	13.42
13061 - Media Specialist I	12.59
13062 - Media Specialist II	14.08
13063 - Media Specialist III	15.70
13071 - Photographer I	11.14
13072 - Photographer II	15.63
13073 - Photographer III	16.46
13074 - Photographer IV	20.08
13075 - Photographer V	24.35
13110 - Video Teleconference Technician	13.61
14000 - Information Technology Occupations	
14041 - Computer Operator I	13.10
14042 - Computer Operator II	14.66
14043 - Computer Operator III	18.25
14044 - Computer Operator IV	20.27
14045 - Computer Operator V	22.45
14071 - Computer Programmer I (1)	17.87
14072 - Computer Programmer II (1)	22.16
14073 - Computer Programmer III (1)	27.08
14074 - Computer Programmer IV (1)	27.62
14101 - Computer Systems Analyst I (1)	25.25
14102 - Computer Systems Analyst II (1)	27.62
14103 - Computer Systems Analyst III (1)	27.62
14150 - Peripheral Equipment Operator	13.10
14160 - Personal Computer Support Technician	20.27
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	21.03
15020 - Aircrew Training Devices Instructor (Rated)	30.50
15030 - Air Crew Training Devices Instructor (Pilot)	33.55

15050 - Computer Based Training Specialist / Instructor	22.95
15060 - Educational Technologist	24.04
15070 - Flight Instructor (Pilot)	33.55
15080 - Graphic Artist	19.64
15090 - Technical Instructor	17.28
15095 - Technical Instructor/Course Developer	21.14
15110 - Test Proctor	17.77
15120 - Tutor	17.77
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	7.14
16030 - Counter Attendant	7.14
16040 - Dry Cleaner	8.66
16070 - Finisher, Flatwork, Machine	7.14
16090 - Presser, Hand	7.14
16110 - Presser, Machine, Drycleaning	7.14
16130 - Presser, Machine, Shirts	7.14
16160 - Presser, Machine, Wearing Apparel, Laundry	7.14
16190 - Sewing Machine Operator	9.18
16220 - Tailor	9.68
16250 - Washer, Machine	7.65
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	16.47
19040 - Tool And Die Maker	24.00
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	13.65
21030 - Material Coordinator	17.75
21040 - Material Expediter	17.75
21050 - Material Handling Laborer	9.52
21071 - Order Filler	10.07
21080 - Production Line Worker (Food Processing)	13.65
21110 - Shipping Packer	10.41
21130 - Shipping/Receiving Clerk	10.41
21140 - Store Worker I	9.12
21150 - Stock Clerk	12.05
21210 - Tools And Parts Attendant	13.65
21410 - Warehouse Specialist	13.65
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	21.84
23021 - Aircraft Mechanic I	20.05
23022 - Aircraft Mechanic II	21.84
23023 - Aircraft Mechanic III	23.06
23040 - Aircraft Mechanic Helper	14.14
23050 - Aircraft, Painter	18.25
23060 - Aircraft Servicer	15.84
23080 - Aircraft Worker	16.96
23110 - Appliance Mechanic	16.47
23120 - Bicycle Repairer	12.90
23125 - Cable Splicer	24.94
23130 - Carpenter, Maintenance	16.47
23140 - Carpet Layer	15.42
23160 - Electrician, Maintenance	19.36
23181 - Electronics Technician Maintenance I	17.46
23182 - Electronics Technician Maintenance II	21.30
23183 - Electronics Technician Maintenance III	22.65
23260 - Fabric Worker	14.40
23290 - Fire Alarm System Mechanic	17.48
23310 - Fire Extinguisher Repairer	13.35
23311 - Fuel Distribution System Mechanic	17.49
23312 - Fuel Distribution System Operator	15.05
23370 - General Maintenance Worker	13.82
23380 - Ground Support Equipment Mechanic	20.05
23381 - Ground Support Equipment Servicer	15.85
23382 - Ground Support Equipment Worker	16.96
23391 - Gunsmith I	11.79
23392 - Gunsmith II	13.60
23393 - Gunsmith III	15.41
23410 - Heating, Ventilation And Air-Conditioning Mechanic	17.49
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	
18.55	
23430 - Heavy Equipment Mechanic	17.49
23440 - Heavy Equipment Operator	17.49
23460 - Instrument Mechanic	17.49
23465 - Laboratory/Shelter Mechanic	14.50

23470 - Laborer	11.40
23510 - Locksmith	16.47
23530 - Machinery Maintenance Mechanic	17.72
23550 - Machinist, Maintenance	17.84
23580 - Maintenance Trades Helper	12.33
23591 - Metrology Technician I	17.49
23592 - Metrology Technician II	18.55
23593 - Metrology Technician III	19.58
23640 - Millwright	17.49
23710 - Office Appliance Repairer	16.47
23760 - Painter, Maintenance	16.47
23790 - Pipefitter, Maintenance	17.49
23810 - Plumber, Maintenance	16.85
23820 - Pneudraulic Systems Mechanic	17.49
23850 - Rigger	17.49
23870 - Scale Mechanic	15.42
23890 - Sheet-Metal Worker, Maintenance	17.49
23910 - Small Engine Mechanic	15.42
23931 - Telecommunications Mechanic I	19.59
23932 - Telecommunications Mechanic II	20.98
23950 - Telephone Lineman	19.59
23960 - Welder, Combination, Maintenance	17.49
23965 - Well Driller	18.64
23970 - Woodcraft Worker	17.49
23980 - Woodworker	13.82
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	7.02
24580 - Child Care Center Clerk	11.79
24610 - Chore Aide	6.32
24620 - Family Readiness And Support Services Coordinator	8.11
24630 - Homemaker	14.48
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	18.36
25040 - Sewage Plant Operator	17.29
25070 - Stationary Engineer	18.36
25190 - Ventilation Equipment Tender	12.97
25210 - Water Treatment Plant Operator	17.29
27000 - Protective Service Occupations	
27004 - Alarm Monitor	13.67
27007 - Baggage Inspector	10.33
27008 - Corrections Officer	14.99
27010 - Court Security Officer	17.33
27030 - Detection Dog Handler	13.67
27040 - Detention Officer	14.99
27070 - Firefighter	17.49
27101 - Guard I	10.33
27102 - Guard II	13.67
27131 - Police Officer I	20.01
27132 - Police Officer II	22.24
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	9.28
28042 - Carnival Equipment Repairer	8.10
28043 - Carnival Equipment Worker	7.02
28210 - Gate Attendant/Gate Tender	12.14
28310 - Lifeguard	10.82
28350 - Park Attendant (Aide)	13.58
28510 - Recreation Aide/Health Facility Attendant	9.91
28515 - Recreation Specialist	11.42
28630 - Sports Official	10.82
28690 - Swimming Pool Operator	12.08
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	15.77
29020 - Hatch Tender	15.77
29030 - Line Handler	15.77
29041 - Stevedore I	14.72
29042 - Stevedore II	16.83
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (2)	32.97
30011 - Air Traffic Control Specialist, Station (HFO) (2)	22.86
30012 - Air Traffic Control Specialist, Terminal (HFO) (2)	25.03
30021 - Archeological Technician I	15.74
30022 - Archeological Technician II	17.63
30023 - Archeological Technician III	21.81

30030 - Cartographic Technician	20.82
30040 - Civil Engineering Technician	20.11
30061 - Drafter/CAD Operator I	13.66
30062 - Drafter/CAD Operator II	16.24
30063 - Drafter/CAD Operator III	20.71
30064 - Drafter/CAD Operator IV	22.02
30081 - Engineering Technician I	13.70
30082 - Engineering Technician II	15.36
30083 - Engineering Technician III	17.19
30084 - Engineering Technician IV	21.30
30085 - Engineering Technician V	26.05
30086 - Engineering Technician VI	31.52
30090 - Environmental Technician	19.11
30210 - Laboratory Technician	18.26
30240 - Mathematical Technician	20.11
30361 - Paralegal/Legal Assistant I	16.90
30362 - Paralegal/Legal Assistant II	17.82
30363 - Paralegal/Legal Assistant III	21.80
30364 - Paralegal/Legal Assistant IV	26.37
30390 - Photo-Optics Technician	20.11
30461 - Technical Writer I	18.90
30462 - Technical Writer II	23.11
30463 - Technical Writer III	27.96
30491 - Unexploded Ordnance (UXO) Technician I	20.95
30492 - Unexploded Ordnance (UXO) Technician II	23.35
30493 - Unexploded Ordnance (UXO) Technician III	30.39
30494 - Unexploded (UXO) Safety Escort	20.95
30495 - Unexploded (UXO) Sweep Personnel	20.95
30620 - Weather Observer, Combined Upper Air Or Surface Programs (2)	16.24
30621 - Weather Observer, Senior (2)	19.28
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	10.92
31030 - Bus Driver	15.50
31043 - Driver Courier	11.29
31260 - Parking and Lot Attendant	7.81
31290 - Shuttle Bus Driver	11.29
31310 - Taxi Driver	8.84
31361 - Truckdriver, Light	11.29
31362 - Truckdriver, Medium	14.61
31363 - Truckdriver, Heavy	15.27
31364 - Truckdriver, Tractor-Trailer	15.27
99000 - Miscellaneous Occupations	
99030 - Cashier	8.19
99050 - Desk Clerk	10.41
99095 - Embalmer	20.95
99251 - Laboratory Animal Caretaker I	8.55
99252 - Laboratory Animal Caretaker II	9.26
99310 - Mortician	21.88
99410 - Pest Controller	13.32
99510 - Photofinishing Worker	9.31
99710 - Recycling Laborer	12.21
99711 - Recycling Specialist	14.86
99730 - Refuse Collector	10.40
99810 - Sales Clerk	10.50
99820 - School Crossing Guard	8.64
99830 - Survey Party Chief	13.89
99831 - Surveying Aide	9.67
99832 - Surveying Technician	13.26
99840 - Vending Machine Attendant	10.79
99841 - Vending Machine Repairer	13.34
99842 - Vending Machine Repairer Helper	10.79

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ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.16 per hour or \$126.40 per week or \$547.73 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 8 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the

performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

- 1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)
- 2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

#### \*\* UNIFORM ALLOWANCE \*\*

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the

"Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A link to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

#### Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C) (vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation) and computes a proposed rate).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title), a Federal grade equivalency (FGE) for each proposed classification), job description), and rationale for proposed wage rate), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.